



**PENINSULA ENVIRONMENTAL GROUP, INC.**  
Natural Resource Consultants

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**Job Title: Administrative Assistant**

Closing Date: March 20, 2020

Location: Port Angeles East

Hours: 20 hours a week, or more depending on schedule.

8:00 am to 12:00 pm Monday – Thursday. (Hours are flexible.)

Compensation: \$15-\$21 per hour, fun and passionate working environment, after three months health insurance, IRA retirement plan, sick pay and vacation pay.

Employer Description:

Peninsula Environmental Group, Inc. is a small, family owned, and operated business based out of Port Angeles, Washington. We are a contemporary, innovative natural resource management company with clients across western and central Washington, western Oregon, and northern Michigan. Our clients include the public, private, non-profit, and industrial sectors. We provide natural resource and environmental consulting services, wilderness and environmental construction, and vegetation management services.

Job Description:

Applicant will preferably be a student or have other part-time employment (including self-employment), or doesn't require additional part-time employment.

Applicant must be energetic, personable, exceptional at learning new tasks, tech savvy, and interested in excelling in their management career. This can be an entry level position *for the right candidate who shows exemplary commitment and intuition*. This is not a "job". Passion in your career is instrumental.

We are hiring for a part-time Administrative Assistant to help with our day-to-day tasks, vendors, bookkeeping, payroll, and other miscellaneous tasks. Duties include providing support to staff, assisting in daily office needs, contacting, and working with vendors, ordering equipment and supplies, basic bookkeeping, and payroll, and managing company general administrative activities.

The Administrative Assistant will support environmental regulation tasks, including filling of permits and progress tracking, will enter data into our client database, help manage project timelines, communicate with clients enthusiastically over the phone and email. Must be able to communicate effectively.

Responsibilities:

- Answer phone calls, take notes from customers, ask questions regarding their project, provide guidance on prices and project updates where relevant.

- Organize appointments for clients and employees using Outlook Calendar, Asana and Access Databases.
- Check mail, process invoices and vendor payments, file receipts, etc.
- Write emails, communicate with clients, occasionally write memos and letters.
- Assist in preparation of proposals and other formal documents.
- Maintain filing systems, assist with client database and project management system.
- Maintain contact lists.
- Book travel arrangements.
- Order supplies from vendors.

Experience, Qualifications, Knowledge, Skills:

- Proven experience as a administrative assistant, office administrator, or student in business or environmental policy is *preferred*.
- Knowledge of MS Office and Windows 10.
- Knowledge in internet research and producing equitable, productive results from search engines. Quickly analyze online information and rate it's factuality and relevance. This is very different from "surfing" the web.
- Experience with MS Excel and MS Access are ideal.
- Excellent written and verbal communication skills. Strong note taking skills and the ability to turn instruction into results.
- Strong organization skills.
- Bookkeeping skills or a basic understanding of accounting principles.

Physical Requirements:

- Ability to sit or stand at desk for long periods of time.
- Must be able to lift 25 lbs on foot.
- Must be able to use keyboard and mouse for long periods of time.
- May be called upon to drive company vehicles, check mail, and aid with other miscellaneous projects.

Special Recommendations

- Student in environmental policy, natural sciences, or business.
- GIS/GPS experience a plus
- Tech savvy a big plus
- Flexibility and nimbleness with work is very important.

**Submission**

Please submit a letter of interest and resume. Include a brief personal statement showcasing your prior experience within the body of the email.

Please submit a letter of interest and resume.

Email to: [contact@peninsulaeg.com](mailto:contact@peninsulaeg.com)

John Bornsworth, CEO.