



J.M. Teague Engineering & Planning

April 24, 2025

EMPLOYEE JOB DESCRIPTION

NAME:

DEPARTMENT: Administration

POSITION TYPE: Office Support

TITLE: Assistant Office Manager

HOURS: 25 hours per week

STATUS: Part-time 12:00 PM – 5:00 PM M-F
25 hours per week plus special projects

SALARY: \$21.00/hr

DUTIES:

- Provides general, administrative support for Finance Manager.
- Provides legal and/or forensic engineering administrative support including, but not limited to, handling sensitive and confidential information.
- Responsible for closing office each day.
- Provides general office support (scanning, faxing, document assembly, copying, filing, errands, binding)
- RFP, RFQ, grant, & report formatting and other deliverable preparation duties.
- Maintains facilities and supplies inventory.
- Maintains records for retention, protection and retrieval, transfer and disposal of records.
- Client relationship management, phone, mail, and email communication, reception.
- Filing, labeling, document archiving and duplication.
- Provides marketing support and campaign organization; monitors newsletter contacts database.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.

Phone: 828-456-8383
Fax: 828-456-8797

525 NORTH MAIN STREET
WAYNESVILLE, NC 28786

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- Enhances department reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Maintain promotional products.
- Project Opening / Closing back up.
- Ensuring Project Sheets & Project Binder are updated.

SKILLS AND QUALIFICATIONS:

Computers and Software (Microsoft Office, PowerPoint, Access, Excel), Excellent Communication and Writing Skills, Legal Administrative Experience Preferred, Quickbooks Knowledge, Marketing and Material Layout Designs, Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Managing Processes, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills, Promoting Process Improvement, Knowledge of operation of standard office equipment, Planning, Organizing, Prioritizing, Ability to work in a Team Oriented Environment, Attention to detail and accuracy.

NON-COMPETE and CONFIDENTIALITY:

Employee is expected to present themselves as an employee and representative of JMTE. They are not to engage in any paid activity that is in direct conflict or competition of the offerings of JMTE.

During Employee's employment by Employer and for a period of one year after Employee ceases to be employed by Employer, Employee shall not directly or indirectly, either for Employee's own account or as a partner, officer, employee, agent or otherwise, be employed by, connected with, participate in, consult or otherwise associate with any other business, enterprise or venture that is the same as, similar to or competitive with Employer.

During employment, and thereafter for three years, Employee shall not disclose to anyone any confidential information pertaining to JMTE. For the purposes of this Agreement, "confidential information" shall include any of Employer's confidential, proprietary or trade secret information that is disclosed to Employee or Employee otherwise learns in the course of employment such as, but not limited to, business plans, customer lists, financial statements, software diagrams, flow charts and product plans.

BENEFITS:

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Continuing Education & Tuition Reimbursement Opportunities

Professional Membership Support

Business Casual Work Environment

Company Sponsored Social Events

Various Training through the JMTE Academy

WORK LOCATION:

Employee will be staffed in JMTE's Waynesville, North Carolina office. Work will be primarily indoors.