

**POSITION :**

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Part-time Administrative Assistant

**LOCATION :**

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Prairie du Sac, WI

**STATUS :**

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Part-Time, Hourly

**DURATION :**

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Ongoing

**DESCRIPTION :**

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We are seeking a motivated and detail orientated candidate to work with our telecommunications project management team in our Prairie du Sac office. The candidate will assist with uploading deliverables to our client's online project management and tracking tool (Site Vision). In addition, other data entry and administrative duties will be required. These may include entering purchase orders, entering data in spreadsheets, and downloading data from Site Vision. Additional duties could be added if more hours are desired.

To be successful in this role, you will need:

- the ability to work both independently and with our team on various assigned tasks
- available for 1-2 hours each day, preferably between 3:00 – 5:30 PM; and
- working knowledge of basic computer skills (e.g. Microsoft Office)

**ABOUT EDGE :**

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We believe our company is only as good as the individuals it is comprised of, which is why we seek to hire the best! Edge Consulting Engineers, Inc. was founded in 2002 and is a full-service engineering consulting firm offering civil, structural, environmental and telecommunication engineering services to public and private sector clients throughout the upper Midwest. We are proudly headquartered in Prairie du Sac, Wisconsin on the bank of the Wisconsin River, with a branch office in Burnsville, MN. We are dedicated to the long-term success of our clients, their projects, our company, and the people within our organization. As a result, we go beyond completing the specific tasks we are assigned, and do what is necessary to exceed expectations. If this philosophy aligns with your own, consider a career opportunity with Edge!

What type of person thrives at Edge Consulting? Individuals who:

- enjoy working on cutting edge telecommunications networks and fast paced projects;
- thrive in a challenging atmosphere and desire the ability to work with a team to help our clients succeed;
- are dedicated to exceeding customer expectations and won't back down from a challenge;
- want to work for a company that is focused on long-term success rather than the next quarter;
- are committed to personal growth and development and take a continuous learning approach.

**Visit our website for more information about our company and current career opportunities:**

[www.edgeconsult.com](http://www.edgeconsult.com)