



Creating ecological solutions through innovative engineering

Part-Time Administrative Assistant

Location: Raleigh, NC (in-office)

Schedule: Monday-Friday, 20-25 hours per week

Employment Type: Part-Time

About Us

Founded in 2007, Wildlands Engineering is focused on environmental restoration across the Southeast, with offices in North Carolina, South Carolina, Tennessee, and Virginia. We provide water resources engineering, ecosystem restoration, mitigation banking, and consulting services to clients ranging from government agencies to conservation organizations. Our Raleigh office is our second largest, home to around 30 team members- all working together to help restore streams, wetlands, and watersheds throughout the region.

The Role

We're on the hunt for an organized, dependable person to be our next **Administrative Assistant** to keep our office humming. You'll be the person who makes sure supplies are stocked, bills get sorted, the coffee never runs out, and the fleet vehicles are clean and running smoothly. If you like variety in your day and enjoy checking things off a list, this could be a great fit.

What You'll Do

- Keep an eye on office supplies – order what we need before we run out
- Keep the kitchen stocked (coffee, snacks, the office candy jar – the important things)
- Maintain fleet vehicles – track/schedule service, collect monthly mileage logs and keep them tidy
- Handle incoming/outgoing mail and shipments
- Pitch in on report prep and other documents as needed
- Help pull together and process expense reports
- Coordinate facility maintenance – schedule repairs, service calls, and follow up as needed

What We're Looking For

- Comfortable with Microsoft Office (Outlook, Word, Excel)
- Great attention to detail – little things don't slip past you
- Good at juggling a few tasks at once without dropping the ball
- Self-starter who doesn't need a lot of handholding
- Reliable and on time – we need someone we can count on to be there
- Effective communication skills
- Willingness to get a little dirty/physical cleaning the fleet vehicles
- Valid driver's license required

PLEASE SEND RESUME AND COVER LETTER TO: resumes@wildlandseng.com

The cover letter should identify your approximate available start date and any other information that differentiates you from other applicants. Please be prepared to provide contact information for references, if requested.

Wildlands Engineering provides equal employment opportunity without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity/expression, disability, veteran status, genetic information, or any other basis protected by federal, state, or local laws.

Wildlands Engineering maintains a drug-free workplace.