

## Job Posting for Senior Administrative Analyst

**Position Title:** Senior Administrative Analyst

**Location:** St. Louis Park, MN

**Company:** PE Services

**Position Overview:** We are seeking a highly skilled and motivated Senior Administrative Specialist to be an integral member of the Administrative Team and be responsible for project administration, project controls, metrics, and reporting. Flexibility is a must for this role and a “can-do” attitude with the ability to excel in wide-varying responsibilities is vital. The ideal candidate will ensure efficient and effective administrative operations and possess strong communication skills, initiative, and follow-through. Opportunities available for career advancement.

### Key Responsibilities:

- **Project Work:**
  - Support major or multiple client-based projects.
  - Provide professional administrative support to project teams ensuring adherence to process workflows, document management, and project progress.
  - Provide administrative support for meetings including timeline details for meeting materials, participation in project meetings and preparation of meeting minutes.
  - Conduct quality control and process flow audits to ensure documents are completed and accounted for, properly routed through workflow, delivered to the appropriate party, and correctly filed in the document system.
  - Support the development and maintenance of client facing report platforms.
- **Internal Work:**
  - Perform and oversee day-to-day administrative support functions.
  - Develop and maintain administrative procedures and policies.
  - Development, preparation, and analysis of operational and ad hoc reports.
  - Participate in reconciling accounting transactions and validate invoices.

### Main Qualities Needed:

- **Communication Skills:**
  - Strong written and verbal communication abilities.
  - Proactive communication with internal and external stakeholders
- **Detail-Oriented:**
  - Attention to detail in all aspects of work.
- **Project Management:**
  - Assist client partners with project coordination and project deliverables.

- Strong resource management skills and the ability to anticipate needs.
- Organized approach to managing daily activities.
- A client-focused mindset with the ability to build rapport, understand client requirements, and deliver personalized administrative support.
- **Analytical Skills:**
  - Review organizational procedures to improve efficiency.
  - Develop and maintain reports to support decision-making.
- **Leadership Skills:**
  - Ability to coach and mentor team members.
  - Strong interpersonal and problem-solving skills.
  - Strategic and creative thinking.
- **Technical Proficiency:**
  - Proficiency with computers, especially the MS Office Suite.
  - Data analytics reporting tools.
  - Willingness to continue building skills.

#### **Nice to Have:**

- Familiarity with accounting, human resources, and customer service.
- Familiarity with the civil engineering industry.
- 5-10 years of experience in a similar role.

#### **Why Join Us?**

- Be part of a company that values diversity and promotes a dynamic, innovative, and empathetic work environment.
- Engage in continuous improvement and professional development.
- Work in an ethical and accountable environment that values transparency and integrity.
- Enjoy a collaborative and supportive team culture.

**How to Apply:** Interested candidates should send their resume and cover letter to [HR@peservicesmn.com](mailto:HR@peservicesmn.com). Please include "Senior Administrative Analyst " in the subject line.

**PE Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**