Customer Relations

Company: Auth Consulting and Associates
Location: Menomonie, WI

Auth Consulting & Associates (AC/a) is an engineering consulting corporation with offices in Menomonie and Hudson, Wisconsin. Since 1995, we have offered complete Planning, Engineering, Design, and Land Surveying throughout the United States with primary operations in Wisconsin and Minnesota. Our Menomonie office is looking for a full-time self-motivated, dedicated individual with the ability to provide efficient detailed work using their business and accounting skills.

This individual will be responsible for assisting and interacting with project managers by monitoring budgets and ensure resources are used efficiently, write and distribute emails, answering and directing phone calls, correspondence, memos, letters, faxes and forms. This position will be located at our Menomonie office.

Requirements and Responsibilities:
- Associate/Bachelor degree in Business Administration with minimum of 5 years’ experience.
- Knowledge of office management systems and procedures
- Possess strong and excellent written and verbal communication skills
- Ability to handle multiple projects simultaneously including the management of contracts and progress for projects
- Produce and edit social media posts, videos, presentations and promotional materials
- Strong working knowledge of Microsoft Office; Word/Excel and Outlook
- Self-disciplined and highly motivated
- Extremely high attention to detail and accuracy
- Maintains confidentiality of information
- Willingness to grow with the company and accept new challenges
- Team player with a positive attitude

Salary: based on experience

AC/a, Inc. offers a competitive wage and benefit package. Visit our website at www.authconsulting.com for a company overview. Please mail or email resume and cover letter to:

AC/a, Inc.
ATTN: HR
406 Technology Drive East, Suite A
Menomonie, WI 54751

No phone calls please.