

Administrative Specialist

Experience Level: 3-10 years | Ft. Mitchell, KY | full or part-time position based on candidate availability

Position Responsibilities

- Support organization's technical staff with project administration needs, Central telephone operator assistance, event planning, postal mail processing, office supply ordering, receptionist, and document scanning in a multi-office environment.

Position Requirements

- High School Diploma or Associates degree in business
- At least 3 years experience in an administrative role

Position Qualifications

- Service Orientation - Actively looking for ways to help people.
- Active Listening - Paying close attention to the other person very carefully, observing what verbal and non-verbal messages are being sent, and then providing appropriate feedback for the sake of showing attentiveness.
- Pleasant disposition and patience while being appropriately assertive.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Problem Solving - Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Excellent computer skills with Microsoft Software packages, including Word, Excel and database management.
- Time management skills and ability to handle multiple tasks in a demanding environment are essential.
- Coordination - Assist in organizing staff so that they work well together and in sync with one another.
- Self-starter - Is sufficiently motivated or ambitious to advance work or start a new project without the help of others or minimal supervision.
- Excellent interpersonal communications skills both written and verbal required.
- Speaking – effectively in such a way that your message is clearly heard and, if possible, acted upon.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Take The Next Step

If you are interested in joining the team, please e-mail a cover letter letting us know how you would complement our team, along with your resume to recruiting@bayerbecker.com

Bayer Becker is an Equal Opportunity Employer



why bayer becker?

get what you deserve

Compensation starts with market-competitive pay, but we offer benefits that have real value – benefits that mean something to you. Your job is just one small part of who you are and our benefits aim to support more than just that. This includes medical, dental, vision, and life insurance for your physical health. For your financial well-being, we provide 401K with company match, HSA, and profit-sharing. We want you to continue to grow professionally so we offer Bayer Becker University, paid professional development, and tuition assistance. And for everything else – we offer paid time off (PTO), parental leave, short term disability, and ten paid holidays. You're worth it.

we're a family

We started as a family owned business in 1967 and we've been growing that family ever since. The kind of family that supports your ideas, celebrates your weird stuff, cares about you, and wants to see you succeed in your own way. The Bayer Becker family is approachable and down to earth - all the brains without the ego. We are proud of our flexible and casual work style. It's how we do our best work. If you're tired of your office and ready for a workplace, our family's always here.

a trusted & sturdy foundation

Since 1967, Bayer Becker has provided the highest quality professional design services for the land development industry in Greater Cincinnati area. We are committed to excellence and providing our employees with an opportunity to work on impactful projects as part of a highly skilled and dynamic team. Here, you'll work with the latest technology and have the resources you need to get the job done right.

shape your community

As an Administrative Specialist with Bayer Becker, you have the unique position to help shape the development of communities in Greater Cincinnati. The region is growing faster than ever. Now is your chance to be a part of that growth. Leave your mark!

