

# Administrative Specialist

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

## Position Responsibilities

- Supports technical staff with project administration
- Plans and coordinates events for multiple offices
- Manages mailing and delivery processes
- Orders office supplies
- Performs receptionist duties and assists with central phone lines
- Scans documents and performs data entry for multi-office environment

## Position Requirements

- High School Diploma or Associates degree in business or related field
- At least 3 years experience in an administrative role
- Proficient in Microsoft Word, Excel, and database management
- Valid Driver's License

## Position Qualifications

- Time Management- Ability to prioritize efficiently to work on multiple tasks
- Communication- Practices active listening and possess excellent written and verbal skills
- Problem Solving- Demonstrates critical thinking skills and independently resolves issues

## 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](mailto: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!