



January 2025

Administrative Assistant
(\$40,000 to \$55,000 annual salary, depending on qualifications)

Benton & Associates, Inc. (B&A) is a consulting engineering and land surveying firm of 40+ employees serving public and private clients throughout Illinois, Missouri, and the greater Midwest. After 50+ years in business, our employee-owned firm is looking to its future by recruiting both recent graduates and experienced professionals of a variety of backgrounds and skillsets.

B&A is seeking a candidate to fill a **full-time Administrative Assistant** position located in **Kirksville, Missouri**. The ideal candidate will fit comfortably into a fast-paced work environment that requires the ability to utilize previously learned skills in marketing, basic accounting, and computing to assist professional staff on a variety of project and administrative duties.

Responsibilities

- Learn and support B&A's mission and goals.
- Maintain confidentiality with corporate, project/client, and employee matters.
- Communicate effectively with established and prospective clients.
- Assist in the scheduling of tasks and meetings for B&A team members.
- Assist in the production of common office documents on MS Office software.
- Assist the Office Manager in keeping project documentation organized.
- Assist in the development of traditional and digital marketing material.

Minimum Qualifications

- High school degree or equivalent.
- 2+ years of experience.
- Excellent written and oral communication skills.
- High proficiency with Microsoft Office applications.
- Experience and comfort in multi-tasking at a dynamic work environment.

Ideal Qualifications

- Associate's OR Bachelor's Degree.
- Familiarity with construction documents and construction contracts.
- Experience with the development of marketing materials including proficiency in Adobe Acrobat Professional and InDesign.
- Experience in basic website design using WordPress.

- Familiarity with basic accounting terms and the ability to interpret basic information summarized within financial audits.

Benton & Associates, Inc. strives to offer competitive salaries and performance incentives. Standard benefits for full-time employment include health and life insurance, flexible spending and health savings accounts, a generous 401k retirement plan, short- and long-term disability insurance, paid vacation and sick time off, seven (7) paid holidays, professional development and training, flexible work scheduling, and more. B&A's leadership recognizes the value each team member has in the firm's success and they aim to provide as much financial recognition to those contributions as possible.

Benton & Associates, Inc. is an equal opportunity employer. We are strongly committed to the recruitment, selection development, and promotion of all employees on individual merit. We continually seek to build and maintain a workforce that reflects the rich diversity of the population we serve. Our practice is to strive to provide equal employment, training, education, mentoring and advancement to all employees without regard to race, color, religion, gender, national origin, age, or disability. You are welcome to submit your resume at any time for consideration.

Resumes and applications may be submitted

by email to:

info@bentonassociates.com

or by mail to:

Benton & Associates, Inc.
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Jacksonville, Illinois 62650