

PROJECT ASSISTANT

TES Engineering is a national, award-winning engineering consulting firm headquartered in Westlake, Ohio. We are a multiple winner of the NorthCoast 99 award for the best places to work in Northeast Ohio.

We seek a talented individual to join our team as Project Assistant.

In this role, you will be responsible for a broad range of duties. The position requires a versatile person who can take responsibility for office administration, project management tracking and assistance with scheduling, coordinating training and development, coordinating customer surveys, assisting with the CRM system, time and expense tracking, and many other things that all help the firm run smoothly.

We have a fast paced, fun work environment. We do great work for great customers, and we value people who understand that our customers depend upon us to have their backs. For this role, you need to be very well organized, but creativity is highly valued as well. Exposure to engineering, architecture, or other design disciplines is ideal.

So tell us about yourself.

Please send your resume in Word format, along with your wage requirements, in complete confidence to:

Hugh Fisher at hfisher@tesengineering.com.

Please put *Project Assistant* in the subject line of your e-mail.

We are an equal opportunity employer.



Check out our website at www.tesengineering.com and learn more about our work, our customers, and our culture.