



Office Manager / Administrative & Billing Coordinator

Wooster & Associates - Civil Engineering Consultants | Pittsburgh, Pennsylvania | Full-Time

Wooster & Associates is seeking a reliable and organized Office Manager / Administrative & Billing Coordinator to support the daily operations of our civil engineering consulting office. This position combines administrative support with basic accounting and project billing responsibilities.

Responsibilities

- Prepare and process client invoices and project billing
- Assist with accounts payable and receivable
- Maintain office records and administrative files
- Coordinate general office operations and supplies
- Support engineers with reports, proposals, and documentation
- Manage phone calls, correspondence, and scheduling
- Assist with timesheets and expense tracking

Qualifications

- Experience in office administration, bookkeeping, or billing
- Strong organizational and communication skills
- Proficiency with Microsoft Office (Word, Excel, Outlook)
- Experience with QuickBooks or accounting software preferred
- Experience in an engineering, construction, or professional services office is a plus

About Wooster & Associates

Wooster & Associates provides engineering and consulting services for transportation, municipal, and development projects throughout the region. We offer a professional, team-oriented work environment excellent benefits and competitive compensation based on experience

How to Apply

Please apply directly through Wooster's careers page by completing the application form and uploading your resume for the role that best fits your experience:

<https://www.dewooster.com/careers#CareerApplicationForm>