ADMINISTRATIVE ASSISTANT

Opportunities Available In: Peoria, IL / Moline, IL / Beloit, WI

Hutchison Engineering, Inc. (HEI) is a full-service civil engineering firm with offices throughout Illinois, Missouri, and Wisconsin. With an 80-year history, we provide engineering and surveying services for some of the largest projects throughout the Midwest.

We are seeking an organized, dependable Administrative Assistant to support our engineers, project managers, and office staff. This position helps keep daily operations running smoothly through document preparation, project coordination, record-keeping, and professional communication with clients, contractors, and public agencies.

Responsibilities

- Prepare, format, and proofread correspondence, reports, proposals, contracts, and meeting minutes.
- Maintain project files, contact lists, and electronic records.
- Assist with assembling engineering reports, bid documents, permit applications, and project submittals.
- Coordinate meetings, calendars, and project deadlines.
- Support invoicing, expense tracking, and timesheet processing.
- Answer calls, greet visitors, and respond to routine inquiries.
- Coordinate printing, scanning, binding, and distribution of plans and documents.
- Maintain office supplies and assist with general office operations.

Requirements

- Strong organizational skills and attention to detail.
- Clear written and verbal communication skills.
- Proficiency in Microsoft Word, Excel, Outlook, and PDF editing software.
- Ability to manage multiple priorities and work independently while supporting a team.
- Professional judgment and discretion when handling confidential information.
- Previous administrative experience preferred.

Benefits & Opportunities

- Paid vacation
- Paid sick leave
- Paid holidays
- 401(k) retirement plan
- Profit sharing
- Health insurance
- Health Savings Account (HSA)
- Dental and Vision insurance
- Life insurance
- Continuing education and professional development
- Opportunities for career advancement

Why HEI

At HEI, we believe a great workplace is about more than the projects we deliver. We offer a welcoming, team-oriented environment where employees build lasting professional relationships and enjoy opportunities to connect outside the office. Company outings, our annual holiday party, and other employee events bring our teams and families together throughout the year. We also offer the flexibility for employees to balance work and their personal commitments.

With our continued growth, we remain committed to maintaining the personal, supportive culture that has been part of HEI since 1945.