



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Dibble Engineers, Inc. is a full-service structural engineering firm based on Market Street in Kirkland. Founded in 2001, the firm provides comprehensive structural engineering solutions with a commitment to making the design, development, and coordination process as seamless as possible. Our dynamic team continues to grow alongside a strong and expanding client base. We foster a culture of excellence that inspires and supports top professionals in the industry to deliver exceptional results.

In this role, you'll provide essential administrative support, manage priorities, and help drive operational success. The ideal candidate has experience supporting leadership with a high degree of professionalism and discretion, while also being proactive and demonstrating attention to detail. This is a Mon-Fri position, with flexible hours, 25-40 per week.

Responsibilities

- Support Project Managers and Engineers with project setup, project folders, booking travel, managing digital files, proposals, and client inquiries.
- Manage reception duties, including phone calls, mail, guest greetings, and maintaining a presentable lobby and conference rooms.
- Keep office stocked and organized, and handle supply purchases as needed
- Support building maintenance with vendor coordination (janitorial, repairs, security, elevator, HVAC, fire alarm, and subtenants).
- Maintain company vehicles, ensuring cleanliness, fueling, and maintenance.
- Provide IT support, track hardware/software inventory, manage phone systems, and coordinate with external IT vendors.
- Assist HR with job postings, scheduling interviews, onboarding new employees, workspace setup, and orientation.
- Partner with Operations team to manage onsite meals, events, and employee activities.

Required Qualifications

- 3+ years of experience in a project coordination or administrative role within a professional services or design-focused environment. Experience in architecture, engineering, or construction industries is a plus.
- Knowledge of Microsoft Office (Word, Teams, One Drive, Excel, Outlook, and PowerPoint)
- Effective verbal, written communication and organizational skills
- Strong attention to detail and excellent time management skills
- Ability to work independently and to adjust priorities efficiently and effectively.

It's a plus if you have...



- Experience using Canva to design promotional materials, create social media content, and support marketing and internal communications.
- Familiarity with WordPress, with the ability to edit, format, and publish website content.
- Familiarity with Deltek Ajera

Our Benefits*:

- Compensation \$25/hr-\$28/hr
- 100% paid Medical, Dental, Vision, Life and AD&D coverage for Employee; 50% for Spouse/Domestic Partner
- Vacation, Sick Leave, and Holidays = 23 days for Starting Employees
- 401 (K) Company Matching up to 5% of annual pay

* Benefits package may vary depending on hours and schedule.

Please send resumes to info@dibbleengineers.com. No phone calls, please.

Dibble Engineers Inc is an Equal Opportunity Employer. All offers of employment are subject to successful completion of pre-employment background screening.