



Administrative Assistant

The Ohio Turnpike and Infrastructure Commission

If you want to accelerate your career growth, you need to stop thinking about today. Instead, think year one and beyond. Bring your talents and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's what we can offer you:

- Starting salary - \$54,502.24
- Excellent pension, and health care benefits
- Paid leave
- Growth and advancement
- Educational assistance and reimbursement

Main Job Tasks and Responsibilities:

- Provide administrative support for the Executive Director and Chief Engineer
- Prepare documents for assignment of engineering and testing services and maintain consultant contract files
- Review engineering and testing billing rates and invoices per agreements; review Contractor pay requests, change orders, daily reports and contracts for all construction projects; maintain authorization files; retrieve and compile project cost data
- Process month end setups and year end accruals for all contracts and agreements for the Chief Engineer
- Prepare monthly fuel tax refund letter to the Ohio Department of Taxation
- Process travel/lodging expenses and reconcile purchase cards for the Executive Director and Chief Engineer
- Perform any other duties as may be assigned by the Executive Director and Chief Engineer

Education and Experience:

- High School Diploma or GED
- Minimum of three (3) years' experience in a responsible position involving administrative duties, accounting principles, engineering and construction projects
- General knowledge of business or public administration; knowledge of payroll, purchasing, requisition and receiving procedures is required
- Ability to effectively communicate, both orally and written
- Skilled operation of computers and computer programs is required i.e. MS office, accounting and financial software

Application Process:

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resource Generalist
Human Resources Department
Reference Code: AD.ASST.
682 Prospect Street
Berea, Ohio 44017

Applications will be received until Wednesday May 31, 2017 at 5:00 p.m.

The Ohio Turnpike and Infrastructure Commission is an *Equal Opportunity Employer*