

## CMX Career Opportunities

### ADMINISTRATIVE ASSISTANT - COLUMBIA, MD

CMX is a national engineering and consulting firm. Our award-winning company serves seven core markets: transportation, land development, public works, environmental, building services, telecommunications and sports engineering. Most importantly, our services help improve the communities, the environment, and the lives of millions of people throughout the nation.

We are seeking an Administrative Assistant with 4+ years experience for our Columbia, Maryland office.

#### Requirements:

- Bachelor's degree or equivalent professional experience
- Strong computer skills, including experience with Microsoft Office: Word, PowerPoint, Outlook and must be especially proficient with Excel
- Organized, conscientious and detail-oriented
- Ability to multitask and work independently
- Strong inter-personal, verbal and written communication skills
- Experience in basic administrative tasks, such as filing, copying, printing, answering phones, scheduling meetings and coordination/planning of meetings and events
- Ability to handle confidential information appropriately
- Willingness to learn new tasks and assist with various projects

The ideal candidate will also have prior experience working in an engineering or telecommunications environment.

We offer an excellent compensation package including health benefits, profit sharing plan, 401(k) and much more.

Please send resumes to [Resumes@cmxengineering.com](mailto:Resumes@cmxengineering.com) and include "Administrative Assistant" in the subject line. EOE.

#### Disclosure:

**This summary is intended to provide general information about this position. It may not reflect specific tasks, duties, qualifications or responsibilities that may be outlined in the legal Job Description for this position.**