



Position Profile: 2262

Administrative Assistant - Projects and Engineering PITTSBURGH, PA



Prepared By: *ECIG*

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Administrative Assistant - Projects and Engineering [2262]

Our client has identified an immediate need for an **Administrative Assistant - Projects and Engineering** at their production facility in the greater Pittsburgh, PA area to proactively deliver dependable, quality, organizational, administrative, and office management services ensuring efficiency and continuity of operations within a dynamic working environment. The site is now growing to support Commissioning, Start-Up activities and prepare for full operation. The key challenge for the position is supporting the team through startup of the plant and aiding the organization in transitioning to steady state run and maintain. During the first 6 months, there will be an emphasized need on onboarding various contractors for short term support to the plant.

COMPANY INFORMATION:

Our client has recently constructed a world-scale petrochemical plant in Western Pennsylvania that upgrades locally-produced ethane from Marcellus and Utica shale formations gas production to make polyethylene. The Beaver petrochemical complex includes:

- Ethylene Cracker Unit,
- Three Polyethylene units with a combined production capacity of 3.5 billion pounds,
- 250 Megawatt Cogen Plant to power the site

YOUR ROLE WITH THE COMPANY:

Reporting directly to the Site Project and Engineering Manager you must be proactive in anticipation of work requirements, perform with minimal supervision, and be innovative and able to prioritize in an ever-changing environment. In this role you will administratively support the overall Projects and Engineering team (approximately 75 people today). Your main responsibilities include but are not limited to:

- Provide administrative support for the Site Project and Engineering Manager including: managing calendar, travel arrangements, expense reporting, meeting arrangements and setup including Department Meetings, IT request needs; assist as needed in preparing presentations (PowerPoint) and spreadsheets and charts (Microsoft Excel) when requested; at time captures meeting minutes.
- Providing proactive focal point responsibility for all general administrative matters,
- Support line management with staff movements including office space, on boarding, computers, etc.
- Onboarding includes, but is not limited to, arranging orientation of individuals coming to site, including assigning proper equipment (Hardware and software).
- General office support including Document Control Coordination and Records Management/TRIM
- List coordination - distribution lists, Site contact information and organization charts
- Support Building needs as required - liaise with appropriate parties for building maintenance and support, copiers, supplies, etc.
- Event management such as service anniversaries, retirements, group meetings and meals Manage Department website
- Order and management of department supplies and equipment
- Improve workplace safety and participate in organization of HSSE events, including posting and attending and monthly meetings.

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FOR MORE INFORMATION CONTACT:

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- Be the first point of contact for department visitors and handle any arrangements for visitors from a wide variety of cultural backgrounds.
- Ensure that all visitors are set up with proper escorts and have gone through safety briefing on site. Provide them with the proper personal safety equipment prior to going out into the plant.
- Focal point for booking and managing conference rooms.
- Manage required bulletin board postings.
- Other administrative duties as assigned

COMMUNITY INFORMATION:

- ✓ The greater Pittsburgh is a populous region in the United States which is named for its largest city and economic center, Pittsburgh, Pennsylvania. The region encompasses Pittsburgh's urban core county, Allegheny, and six adjacent Pennsylvania counties (Westmoreland, Washington, Butler, Beaver, Armstrong, Fayette) which constitute the Pittsburgh, PA Metropolitan Statistical Area.
- ✓ Pittsburgh and its surrounding area has a distinct regional identity and has historically been regarded as a transitional region within the Northeastern United States. The region's counties also fall within the borders of Appalachia as defined by the Appalachian Regional Commission. The City of Pittsburgh has been characterized as the "northern urban industrial anchor of Appalachia.
- ✓ Home to four professional sports teams (Steelers - NFL, Pirates - MLB, Penguins - NHL, Riverhounds-USL) and Greater Pittsburgh is home to several museums, galleries, and organizations which promote appreciation for the visual arts. The largest art museum in the region is the Carnegie Museum of Art, founded in 1895 by industrialist Andrew Carnegie and located in Pittsburgh's Oakland neighborhood. It is renowned for its collections of 19th and 20th century decorative art, Japanese prints, and old master prints. Contemporary art museums include the Mattress Factory and the Andy Warhol Museum, both located on Pittsburgh's North Side.



BACKGROUND PROFILE:

- High school diploma or GED Required, Business degree or relevant experience preferred.
- Five to 10 years of related experience
- Organized, Self-starter
- Able to interact and maintain relationships at all levels
- Ability to work independently, identify priorities and manage workload
- Working within and across team boundaries
- **SharePoint and database/spreadsheet experience**

COMPENSATION:

- ✓ Competitive Based on Experience