The Saban Engineering Group, Inc.

Title: Administrative Assistant

Location: 201 Stuyvesant Avenue, Lyndhurst, NJ 07071

Job Type: Full-Time (Entry Level)

Compensation Type: Hourly

Start Date: ASAP

Job Description: A full-service environmental consulting firm offering creative solutions in environmental and industrial hygiene services seeks a motivated Administrative Assistant to join our staff.

Administrative and office support activities for multiple supervisors. Duties include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets, and filing. Extensive software skills and internet research abilities are required. Must be able to operate standard office equipment. May track office and field supply inventory. Also included: coordination of lab results with outside laboratories, review of lab reports, data entry and processing of reports and analytical results, project scheduling, and other project-related administrative responsibilities.

Qualifications:

- Bachelor’s Degree in Environmental Science, Humanities or Social Sciences a plus
- Experience as an administrative assistant, or office admin assistant, a plus
- Knowledge of office management systems and procedures a plus
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in Microsoft Office (particularly MS Word and MS Excel) and Adobe Acrobat products
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Application Instructions: Submit resume to:

Daniel Falcon
The Saban Engineering Group, Inc.
201 Stuyvesant Avenue
Lyndhurst, NJ 07071
Fax: 201-299-7720
office@sabancorp.com

About the Organization: Founded in 1995, Saban is a multi-disciplined environmental consulting firm providing its clients with professional environmental, industrial hygiene and remediation management services. With over 22 years of progressive experience, our time in the industry has resulted in a very broad and varied project base, offering our clients a firm with a great deal of depth and breadth of experience.

Saban provides a broad range of environmental services to major industries, real estate, banks, law firms, educational institutions, insurance companies, and federal, state and local government agencies. Our client base encompasses a wide range of needs, interests, and perspectives. Saban employs professionals in their respective fields to provide high value, engineered solutions to environmental and industrial hygiene issues for our clients. Saban’s dedicated team of highly qualified professionals and scientists has the requisite professional
qualifications to accomplish any environmental science, industrial hygiene or hazardous materials assignments proposed by our clients. These personnel include engineers; scientists; industrial hygienists; hazardous material managers; building science professionals; indoor air quality specialists; USEPA accredited asbestos inspectors, management planners, project monitors and designers; lead based paint inspectors and risk assessors; and environmental technicians.

**Disclaimer Information:** Saban provides employment consideration to all applicants without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or gender.