<table>
<thead>
<tr>
<th>Employer</th>
<th>TriAxis Engineering, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Office/Project Assistant</td>
</tr>
<tr>
<td>Post Date</td>
<td>February 16, 2015</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$12-$15 per Hour, DOE</td>
</tr>
<tr>
<td>Num of Positions</td>
<td>One</td>
</tr>
<tr>
<td>Work Hours</td>
<td>10 to 20 Hours Per Week, Flexible Schedule within Normal Working Hours</td>
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<tr>
<td>Position Duration</td>
<td>Immediate Need with No End Date, Depends on Workload</td>
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<tr>
<td>Apply To</td>
<td>Sara Grady</td>
</tr>
<tr>
<td>Telephone &amp; Email</td>
<td>541-766-4615, <a href="mailto:sgrady@triaxiseng.com">sgrady@triaxiseng.com</a></td>
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</tbody>
</table>

- **Description:** TriAxis is looking for an Office/Project Assistant to:
  - Organize and Maintain Active Project Records in Hard-Copy and Electronic Formats
  - Prepare Archive Project Records for Completed Projects
  - Prepare Project Summaries and Separates (Marketing Summaries)
  - Assemble Project Submittal Documents/Notebooks
  - Complete Basic or Preparatory Project-Related Tasks when Requested
  - Other Related Tasks as Assigned

- **Instructions**
  - Send Cover Letter, Resume, and Unofficial Transcript to the email address above

- **Qualifications:** The Successful Candidate will be/have:
  - Proficient in Technical Reading/Writing using the English Language
  - Basic Understanding of Technical Issues Relating to Civil/Structural or Electrical/Power Engineering
  - Basic Understanding of Computer Systems and Network Infrastructure
  - Proficient with MSOffice Software Applications (Word, Excel, Power Point, etc.)
  - Excellent Communication Skills
  - Ability to Approach all Situations with a Positive Attitude
  - Willing to Accept New Assignments
  - Self-Motivated and Able to Take Initiative in All Situations
  - Able to Back-Check Work Completed for Accuracy, Completeness, and Relevancy
  - Able to Follow Directions to Complete a Task
  - Able to Rely on Past Experience and General Knowledge to Solve Most Problems
  - Great Organizational and Time-Management Skills
  - Great Teamwork Skills and Able to Work Productively with a Variety of Personalities
  - Reliable and Dependable
  - Currently Enrolled in an Associate's, Bachelor's or Graduate Engineering Program
  - Veterans are Encouraged to Apply

Mark Petrie, PE
TriAxis Engineering, Inc.
Chief Operating Officer
Senior Project Manager
o: 505-797-1605