



Seattle	1011 Western Avenue, Suite 810 Seattle, WA 98104 206.292.5076
Tacoma	1250 Pacific Avenue, Suite 701 Tacoma, WA 98402 253.383.2797
Portland	101 SW Main Street, Suite 280 Portland, OR 97204 503.232.3746

www.pcs-structural.com

PCS Structural *Solutions* is looking for an Administrative Assistant for our Tacoma, WA office!

As a single-focus structural engineering firm, we've built a strong reputation in healthcare, education, commercial, civic, and residential markets. We take pride in fostering a fun, supportive culture that values mentorship, continuous learning, and team-building activities—whether it's office barbecues, golf tournaments, or family-friendly events.

With offices in Tacoma, Seattle, and Portland, we offer a flexible work environment, though this is not a fully remote role.

Ready to make a difference? Join our team!

What You'll Do:

- First face of company.
- Answers phone and greets visitors.
- Works collaboratively with other administrative assistants to ensure the office is running efficiently with resources, supplies and processes.
 - Ability to proofread, edit and format documents, reports, transmittals, etc.
 - Order all supplies, keeping the office tidy and organized.
 - Coordinate monthly birthday celebration for applicable office.
 - Work with various software programs for timesheet and billing maintenance.

About You:

- Minimum high school diploma or GED required.
- One year of receptionist/administrative assistant experience preferred.
- Excellent grammar and proofreading skills.
- Proficient in Microsoft Office suite – Word, Excel, Outlook and Adobe.
- Excellent organizational skills.
- Excellent customer service skills.

Work Environment: Work is in an office setting with extensive computer work.

Physical Demands: Sitting, standing, and light lifting of under 50lbs.

Why Join Us?

This is a full-time position with comprehensive benefits, including medical, dental, vision, employer contributions to a Health Savings Account, life insurance, LTD & STD along with 401(k) and matching plan. Paid vacation and sick leave.

Work in a supportive environment with a creative team!

To apply go to: www.pcs-structural.com.