



Administrative Assistant Job Opportunity

Support the Pipelines practice area and other Fitness for Service activities as follows:

1. Prepare and maintain project back-ups
2. Type and organize project reports
3. Pipeline marketing and business development activities
 - a. Setting up meetings
 - b. Communication and follow-up with pipeline clients
 - c. Update www.compositerepairstudy.com and www.ses-surveys.com websites
 - d. Scheduling attendance at conferences
 - e. Presentation development and organization, as well as keeping PowerPoint files up-to-date to reflect most recent project work
 - f. Preparing and maintaining a list of pipeline projects that can be accessed for future reference
 - g. Case studies based on previous projects.
 - h. Pipeline Defect Database (PDD)
 - i. Collect records on pipeline defects
 - ii. Build database queries that incorporates essential features for each pipeline defect
 - iii. Extract pertinent information from all collected records
 - iv. Maintain database to reflect new data as it is collected
 - v. Collect pressure history data
 - i. Maintain pipeline client database including adding business card information
4. Composite Repair Users Group
 - a. Maintaining meeting minutes
 - b. Communication with member companies
 - c. Coordination of activities
5. Project-related and support activities for practice area
 - a. Prepare Monthly Status Reports for projects, especially PRCI projects
 - b. Assist in accounting and pre-bills and update annual EXCEL project financial summary file
 - c. Assistance of Fitness-for-Service coordination work

Interested applicants should forward their resume and cover letter to:
jobs@stress.com