

**Administrative Assistant**

**Alexandria, Virginia Office**

WBA, an HGA Company, is an award winning architecture, engineering and planning firm with an excellent opportunity for an experienced Administrative Assistant to join our firm. This individual will assist with the administration of day-to-day business activities so they are completed efficiently, accurately, on time and according to office/client expectations. In this role, s/he will provide administrative assistance to designated members of our senior management group and be heavily involved in the generation of contracts and project scopes.

Candidates must possess a minimum of 8 years' prior administrative experience, preferably in professional services; demonstrate above- average organizational, word processing and related administrative skills.

The successful individual will also have above average verbal and written communication skills including the ability to edit and 'wordsmith' documents when necessary including grammar.

This is an excellent opportunity for a highly motivated individual who is thorough in his/her work style, detail oriented, well-organized and who also possesses extremely effective interpersonal skills.

BA/BS in a related field with proficiency in Microsoft Word and Excel required.

Please send resume to: [Recruiting@hga.com](mailto:Recruiting@hga.com) / EOE/M/F/D/V