



**EMC PLANNING GROUP INC.**  
A LAND USE PLANNING & DESIGN FIRM

## **Administrative Assistant/Quality Control Specialist**

Located on the beautiful Monterey Bay, **EMC Planning Group** has been providing award-winning planning, entitlement, natural resource, and CEQA/NEPA services to both public and private clients for over 48 years. We are recognized both locally and nationally for our work and services, which include community planning, permitting, natural resource assessment, regulatory compliance, and municipal staff support.

We are seeking a highly organized, energetic, and detail-oriented Administrative Assistant/Quality Control Specialist who is highly adept at document editing, production and ADA-compliant document remediation; and will also assist with vital in-office support duties to ensure smooth daily operations. Duties beyond document editing and production include, but are not limited to, quality control and proofing of technical reports for overall consistency and conformity with company styles and guidelines, assist with excel budget spreadsheets, payroll processing, month end processing, composing memos, generating reports, file management, making meeting and travel arrangements, purchasing requests, event planning, answering phones, and scheduling appointments. Other duties may be assigned depending on experience level.

### **Minimum Requirements:**

- Minimum 5 years related experience;
- Excellent organizational skills;
- Excellent MS Office skills (Word, Excel, Outlook, PowerPoint);
- Excellent proofreading skills;
- Excellent technical document production skills;
- Product quality control; and
- Basic accounting knowledge/skills.

Experience with Adobe Acrobat Professional, InDesign, and/or Illustrator is a plus.

**Eligible applicants may be required to take a skills test as part of the interview screening process.**

For immediate consideration, email your resume to [robinson@emcplanning.com](mailto:robinson@emcplanning.com)  
No agencies. Salary DOE. [www.emcplanning.com](http://www.emcplanning.com)

### **Salary Range:**

Administrative Assistant: \$50,000 - \$80,000