



TDI Engineering, LLC is a full-service engineering company offering civil and structural engineering services for commercial and residential projects. The combination of civil and structural engineering expertise allows TDI to offer clients bundled services, increasing project coordination and design efficiency. TDI is currently registered in over 35 states and has offices in Austin and Houston.

## SENIOR ADMINISTRATION ASSISTANT

The Senior Administration Assistant is responsible for Accounting, HR, and Office Administration. They report to the Chief Executive Officer. This position is responsible for assisting with Payroll, Billing, Accounting, Taxes, Licensing, HR, Insurance, and general Administration. This position is responsible for developing procedures to ensure accurate data entry and timely payments and filings. The Senior Administration Assistant supervises administrative staff and is responsible for supervising the team to ensure that work is properly allocated and completed in a timely and accurate manner. The Senior Administration Assistant will have contact with employees in their Payroll and HR role which requires strong interpersonal communication skills both written and oral.

### Required skills/attributes:

- Ability to learn, understand, and apply complex accounting principals
- Extreme attention to detail
- Work experience with QuickBooks (or similar accounting software)
- Advanced knowledge of accounting (minimum 10 years)
- 4-year college degree

### Preferred skills/attributes

- Degree in accounting or business
- Experience in the Architecture, Engineering, and Construction Industry (AEC)

Salary Range: \$72,800 to \$83,200 plus bonus, 401k match, and full benefits

More information at <http://www.tdi-llc.net/careers/>

Send your resume to [hr@tdi-llc.net](mailto:hr@tdi-llc.net) with the job title in the subject line.

**We believe in an emphasis on quality engineering work and client interaction. Our focus as a company is to develop long-term relationships with active clients that share our desire to produce high quality projects.**

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