

ADMINISTRATIVE ASSISTANT (Knoxville)

compensation: **Negotiable**

employment type: **full-time**

Our company is looking to hire an administrative assistant to be responsible for the general operation of our office. Their job duties can vary widely. On any given day, they may perform a variety of tasks, such as:

- Provides administrative support to ensure efficient operation of office.
- Greets visitors, answers a high-volume of incoming phone calls and delivers world-class service to our customers
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, and QuickBooks
- Performs administrative duties such as filing, typing, copying, scanning etc.
- Prepares information and research as requested
- Composes correspondence, drafts new reports, and updates existing reports.
- Manages and maintains files, records and correspondence both hard and digital copies.
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping
- Prior experience in office administration.
- Pay will be based on experience.
- Must be a team player.
- Background and drug test required.
- Flexible Work Schedule
- Bachelor's or Associates Degree in Business Management preferred.

Foundation Systems Engineering is a drug-free work environment and is proud to offer a 401 (k) retirement plan matching up to 3%; medical, dental and vision insurance; paid holiday, vacation and sick time. We also provide employees with an opportunity to further their professional growth through certification training

Job Type: Full-time

Job Location: Knoxville, TN

Contact Kathy Denton 423-926-0762

EXPLORATION/DRILLING

(Knoxville and Johnson City, Tennessee)

compensation: **Negotiable**

employment type: **full-time**

Construction Materials Laboratory (CML) was founded in 1943 in Knoxville. A full-service branch laboratory was opened in Johnson City, Tennessee in 1973. Seeking experienced Driller for residential, forensic, commercial, earthwork and landfill CQA/CQC projects. Must enjoy working outdoors. This position is an hourly position at our locations in Knoxville and Johnson City, Tennessee, reporting to our Construction Engineering Department Manager.

Duties and Responsibilities

- Drive rig utilization, coordinate scheduling and manage labor to maximize opportunities for efficient completion of project tasks in a profitable, safe and quality minded fashion.
- Demonstrate and lead innovative, creative and progressive approaches to site characterization.
- Provide leadership and direction on exploration practices, budget planning for exploration resources and rig utilization/fleet management in partnership with operations leadership.
- Interact with clients and contractors - Prepare field data/boring log data
- Preferred Qualifications
 - Excellent communication and organizational skills
 - -CDL License is **a plus** – Mechanic Ability **a plus**

Working conditions:

- Office and field environment
 - Requires walking, moderate to heavy lifting (50+ lbs.), infrequent climbing, and exposure to temperature, and noise
 - Procedural and process-oriented structure, due to strict regulatory requirements
 - Must be able to work some weekends, holidays, and overtime as needed
 - Periodic travel
 - Periodic on-call duties
 - Must use own vehicle (truck), will be reimbursed for mileage
- Compensation based on experience and certifications. Valid state driver's license and clean driving record.

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CML is proud to offer a 401 (k) retirement plan matching up to 3%; medical, dental and vision insurance; paid holiday, vacation and sick time. We also provide employees with an opportunity to further their professional growth through certification training

Job Type: Full-time

Job Locations: Johnson City, TN - Knoxville, TN

Contact Kathy Denton 423-926-0762

CML Technician (Johnson City and Knoxville, Tennessee)

compensation: **Negotiable**

employment type: **full-time**

Construction Materials Laboratory (CML) was founded in 1943 in Knoxville. A full-service branch laboratory was opened in Johnson City, Tennessee in 1973. Seeking experienced Construction Materials Technician/Driller Assistant for residential, forensic, commercial, earthwork and landfill CQA/CQC projects. Must enjoy working outdoorsing. This position is an hourly position located in our Johnson City and Knoxville, Tennessee locations, reporting to our Construction Engineering Department Manager.

Duties and Responsibilities

- Interact with clients and contractors - Prepare field inspection / testing reports
- Perform field/lab inspections and materials testing (concrete, masonry, grout, soil)
- Provide technical support for construction quality control activities.

Preferred Qualifications

- Excellent communication and organizational skills
- ACI certification and Nuclear Density Gauge certification is **a plus**.
- CDL License is **a plus** - Mechanic Ability **a plus**.

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Job Type: Full-time

Job Locations: Johnson City, TN - Knoxville, TN

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