



Seattle	1011 Western Avenue, Suite 810 Seattle, WA 98104 206.292.5076
Tacoma	1250 Pacific Avenue, Suite 701 Tacoma, WA 98402 253.383.2797
Portland	101 SW Main Street, Suite 280 Portland, OR 97204 503.232.3746
www.pcs-structural.com	

PCS Structural Solutions is looking for a full-time Administrative Assistant in the Tacoma, WA office.

We're looking for mission-driven individuals to join our collaborative and innovative team! At our firm, you'll have the chance to contribute to exciting projects that are shaping communities across the Pacific Northwest and nationwide.

As a single-focus structural engineering firm, we've built a strong reputation in healthcare, education, commercial, civic, and residential markets. We take pride in fostering a fun, supportive culture that values mentorship, continuous learning, and team-building activities—whether it's office barbecues, golf tournaments, or family-friendly events.

Ready to make a difference? Join our team!

In office position. Hours are 8:00am – 5:00pm M-F with an hour lunch.

What You'll Do:

- First face of company. Answers phone and greet visitors.
- Responsible for proofreading all outgoing documents by engineers. This includes proposals, letters, reports, transmittals, etc.
- Works collaboratively with other administrative staff to ensure the office is running efficiently with resources, supplies, and processes.
 - Order all supplies, keeping the office tidy and organized.
 - Work with various software programs for timesheet and billing maintenance.
 - Basic housekeeping functions – loading dishwasher, clean out fridge, etc.
 - Coordinate monthly birthday celebration for applicable office.

About You:

- Minimum high school diploma or GED required.
- Receptionist/administrative assistant experience.
- Excellent grammar and proofreading skills.
- Proficient in Microsoft Office suite – Word, Excel, Outlook and Adobe.
- Prioritization and organizational skills.
- Customer service and communication skills.



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Why Join Us?

This is a full-time position with comprehensive benefits, including medical, dental, vision, employer contributions to a Health Savings Account, DCAP, life insurance, LTD & STD along with 401(k) and matching plan. Paid vacation and sick leave.

Work Environment: Work is in an office setting with extensive computer work.

Physical Demands: Sitting, standing, and light lifting of under 50lbs.

Pay range: \$27.00 - \$29.00 per hour DOE.

To apply go to: www.pcs-structural.com.