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# Administrative Assistant

LOCATION: SKOKIE, IL

## **Responsibilities**

- Reporting to the Administrative Manager and as a member of a team of administrative professionals, partner with the team to effectively support the company's needs
- Prepare and proofread correspondence and maintain confidentiality of forms, spreadsheets, reports, proposals and other documents with minimal direction
- Professionally field questions and requests for information
- Ensure efficient administrative work flow by distributing mail, maintaining department supplies processing of purchase orders, forms, faxes, copies and other tasks
- Coordinate meetings, interviews and travel arrangements
- Ensure accurate database and file management
- Request Certificates of Insurance and notarize documents when needed
- Assist staff with renewing or obtaining new licenses and registrations
- Assist with equipment calibrations and ordering of new equipment
- Provide back-up support to switchboard/receptionist
- Organize and prioritize multiple tasks simultaneously with an appropriate sense of urgency
- Maintains high ethical standards by using sound judgment that benefits both CTLGroup and its customers
- Proactively participate in professional development activities in order to maintain and/or enhance work knowledge and skills
- Assist with special projects as assigned

## **Education and Experience**

- Completion of a high school diploma, bachelor's degree preferred
- Minimum of five years administrative assistant experience or equivalent combination of education and experience
- Proficient with Microsoft Office Suite
- Must work effectively within an administrative assistant team, participating in cross-training to ensure proper coverage across the organization
- Must be adaptable to changes in priorities in order to obtain optimum results
- Must have excellent written and oral communication skills and demonstrate a strong aptitude for grammar

Resumes with pay desired can be submitted to: [adminasst2@ctlgroup.com](mailto:adminasst2@ctlgroup.com)

# Senior or Principal Structural Engineer

**LOCATIONS: HOUSTON, TX AND BRADENTON, FL**

Travel: Up to 30%

Reporting to the VP and Group Director, the Structural Engineer will lead forensic evaluations, conduct damage assessments, condition surveys, structural analyses and modeling, run tests utilizing our laboratories, provide expert witness testimony, and develop design repair and rehabilitation plans for a variety of structures. The engineer will help ensure group profitability by generating business to sustain self-productivity and the productivity of others within the firm, explore and develop new markets with other senior staff and build and sustain effective relationships with current and potential clients. The engineer will be expected to aid in the development of junior staff through mentoring and coaching, while scheduling, coordinating, and delegating project work. The engineer will also analyze and interpret project results and prepare reports, proactively participate in professional organizations and technical committees, and author technical papers and make presentations at professional conferences.

The candidate will have at least a Bachelor's Degree in Civil / Structural Engineering. An advanced technical degree is preferred. This opportunity requires at least ten (10) years of relevant technical consulting experience and a track record in developing strong relationships resulting in business development success with clients in the regional area. The candidate must hold an active professional or structural engineering license in Texas or Florida or have the ability to obtain one within the first six (6) months of employment.

Candidates for Texas can submit resumes with desired compensation to: [SrStructEngTX@ctlgroup.com](mailto:SrStructEngTX@ctlgroup.com)

Candidates for Florida can submit resumes with desired compensation to: [SrStructEngFL@ctlgroup.com](mailto:SrStructEngFL@ctlgroup.com)

# Senior or Principal Materials Engineer

**LOCATIONS: HOUSTON, TX AND BRADENTON, FL**

Travel: Up to 30%

Reporting to a Group Director, the engineer will provide expert technical consulting services related to the behavior and performance of construction materials. The engineer will help to ensure group profitability by generating business to sustain self-productivity and contribute to the productivity of others within the firm, explore and develop new markets with other senior staff, and build and sustain effective relationships with current and potential clients. The engineer will be expected to aid in the development of junior staff through mentoring and coaching, while scheduling, coordinating, and delegating project work. The engineer will also analyze and interpret project results and prepare reports, proactively participate in professional organizations and technical committees, and author technical papers and make presentations at professional conferences.

The candidate will have at least a Bachelor's Degree in Civil Engineering, Materials Science and Engineering, or a related discipline with a materials focus. An advanced technical degree is preferred. This opportunity requires at least ten (10) years of relevant technical consulting experience and a track record in developing strong relationships resulting in business development success with clients in the regional area. The ideal candidate will have expertise in concrete and cement-based materials, with consulting experience in any of the following: concrete construction practices, mixture optimization, high performance concrete, mass concrete, durability and service life, corrosion, or Non Destructive Testing. Expertise in metals and polymers is a plus. The candidate must hold an active professional engineering license in Texas or Florida, or have the ability to obtain one within the first six (6) months of employment.

Candidates for Texas can submit resumes with desired compensation to: [SrMaterlsEngTX@ctlgroup.com](mailto:SrMaterlsEngTX@ctlgroup.com)

Candidates for Florida can submit resumes with desired compensation to: [SrMaterlsEngFL@ctlgroup.com](mailto:SrMaterlsEngFL@ctlgroup.com)

# Senior or Principal Architect – Building Enclosure & Stucco Cladding

**LOCATION: BRADENTON, FL**

Travel: Up to 30%

Reporting to the Group Director, the Architect will lead forensic and diagnostic field investigation projects, conduct testing and utilize our in-house petrographic, chemical, and structural laboratories, provide litigation support and expert witness testimony, and develop repair and rehabilitation designs. The architect will help ensure group profitability by generating business to sustain self-productivity and the productivity of others within the firm, explore and develop new markets with other senior staff, and build and sustain effective relationships with current and potential clients. The architect will be expected to aid in the development of junior staff through mentoring and coaching, while scheduling, coordinating, and delegating project work. The architect will also analyze and interpret project results and prepare reports, proactively participate in professional organizations and technical committees, author technical papers, and make presentations at professional conferences.

The candidate will have at least a Bachelor of Architecture degree. An advanced technical degree is preferred. This opportunity requires at least ten (10) years of experience in relevant technical experience and a track record in developing strong relationships resulting in business development success with clients in the regional area. The candidate must hold an active U.S. architecture license and the ability to obtain a Florida license within the first six (6) months of employment.

Candidates can submit resumes with desired compensation to: [SrArchitectFL@ctlgroup.com](mailto:SrArchitectFL@ctlgroup.com)

# Receptionist

**LOCATION: SKOKIE, IL**

Reports to: IT Director

## **Responsibilities**

### Reception and Phone

- Must project an excellent company image, as this person is often the first point of contact
- Greet visitors in a professional manner, facilitate visitor sign-in, and assign a badge
- Manage the telephone system, provide basic troubleshooting, and contact Cisco technical support as needed
- Coordinate new service installation and disconnection at main and branch offices as needed
- Perform moves, additions, and changes to the telephone and voicemail systems
- Maintain telephone system records and audit telephone bills to ensure appropriate charges
- Cross train administrative assistants in reception and phone responsibilities
- Handle billing and monitor data usage for cell phones, and wireless devices including iPads

### Safety

- Call and direct fire, emergency personnel, and CTLGroup First Responders as needed
- Participate in new employee safety orientation and provide a tour
- Help create and update company safety policies
- Schedule in-house safety training and update Professional Development database
- Participate on Safety Committee and help schedule and follow-up on committee initiatives
- Assign and track PureSafety/OSHA training for all staff
- Help maintain safety information required by clients through BROWZE, Avetta, and similar sites

### Facilities & Fleet

- Help identify and schedule vendors for facility projects
- Work with vendors to replenish cafeteria supplies and place Peapod food order every Thursday to be delivered Monday mornings
- Schedule maintenance and service on pickup truck, forklifts, Bobcat, scissor lift, and cranes

## **Education and Experience**

- Completion of a high school diploma; bachelor's degree preferred
- Minimum of three years' general office experience including significant public contact and multi-line telephone system operation
- Cisco phone system experience is a plus
- Proficient with Microsoft Office Suite
- Must have the ability to work effectively with a team to obtain optimum results
- Must be able to stay calm during an emergency and respond appropriately and quickly as needed for the situation
- Must have excellent listening, written, grammar, and oral communication skills

Resumes with pay desired can be submitted to: [receptionist@ctlgroup.com](mailto:receptionist@ctlgroup.com)

# Associate Structural Engineer

**LOCATION: SKOKIE, IL**

CTLGroup, a globally recognized and award-winning consulting engineering and materials science firm headquartered in IL, is seeking an Associate 2 or 3 level Structural Engineer.

Reporting to the VP and Group Director, the Associate will assist with forensic evaluations, damage assessments, condition surveys, structural analyses and modeling, laboratory testing, design repair and rehabilitation plans for a variety of structures, report preparation, and contractor monitoring for quality assurance. The Associate will regularly communicate with clients and help ensure group profitability by assisting in the development of business, and cross-selling our services as appropriate. The Associate will also proactively participate in professional organizations and technical committees, author technical papers and make presentations at professional conferences.

The ideal candidate will have a Master's degree in Civil / Structural Engineering with at least five years of relevant technical consulting and some business development experience such as developing ideas for new business, and following up on leads individually or as part of a team with current and potential new clients. The candidate must have strong communication (written and verbal) and relationship building skills. A Bachelor's Degree is minimally required. The candidate must hold an active professional or structural engineering license in Illinois or have the ability of obtaining one upon completion of the required years of work experience. Domestic travel is required at approximately 40%.

Resumes with desired pay can be submitted to: [AssocSEskokie@ctlgroup.com](mailto:AssocSEskokie@ctlgroup.com)