



Project and Administrative Analyst
Location: Torrance, California

ABOUT THE COMPANY

Davenport Engineering, Inc. is a full-service environmental consulting firm located in Torrance, California. Our clients include businesses in petroleum, industrial gas, and chemical manufacturing, along with other industries such as food, consumer products, and aerospace. We employ 25+ engineers, scientists, and professionals who share a passion for meeting our clients' environmental compliance and reporting challenges.

POSITION DESCRIPTION

We are seeking a full-time Project and Administrative Analyst with the skills to excel in a professional services environment at our Torrance office. Applicants should demonstrate strong written and verbal communication skills, attention to detail, organizational abilities, analytical thinking, a proactive mindset, and a customer-service focus. The ideal candidate will have related work experience in our service industry (e.g., engineering, architecture, or construction). This individual will work closely with our management team to support project development and administrative operations. This position is fully in-office during standard business hours, Monday through Friday.

Project development:

- Copyedit, compile, format reports and proposals
- Process and analyze data
- Track project budgets, workloads, and invoicing
- Prepare bid packages in accordance with RFP specifications
- Track and maintain contracts
- Manage accreditations and certifications
- Oversee various online supplier and agency platforms
- Monitor safety compliance and prepare documentation
- Perform other project development duties as assigned

Administrative operations:

- Open and prepare the office for daily operations
- Direct phone calls and administrative emails
- Manage office assets and file organization
- Oversee vendor agreements and renewals
- Assist in updating policies and procedures

- Plan and coordinate staff development and training programs
- Organize office events and activities
- Coordinate office renovations and furnishings
- Perform other administrative duties as assigned

QUALIFICATIONS

- Bachelor's degree or Associate's degree (with a high GPA) in Business, STEM, or English
- Two or more years of relevant work experience in a professional environment
- Proficiency in navigating ERP systems and Cloud platforms
- Proficiency in office software, including Microsoft 365, SharePoint, Office Suite
- Advanced skills in Microsoft Word and Excel
- Ability to work on-site in our Torrance Office

COMPENSATION AND BENEFITS

Compensation of \$58,000 - \$78,000 per year, commensurate with experience

Benefits:

- Retirement savings plan with company match
- Medical, dental, and vision insurance
- Short-term and long-term disability insurance
- Paid vacation and sick leave
- Paid holidays
- Performance-based bonuses and spot awards
- Company sponsored office and professional development events

INQUIRIES

Davenport Engineering, Inc. is an Equal Opportunity Employer. All qualified candidates will receive equal consideration. For more information or to express interest in this position, please contact careers@davenport-co.com.

NOTICE

Davenport Engineering, Inc. does not accept unsolicited resumes from recruiters or employment agencies. Receipt of any such unsolicited documentation is considered the property of Davenport Engineering, Inc. with no implied agreement with or financial obligation to the sending third party.