

Vaughan Company is in search of an Engineering Submittal Assistant

Candidates will be a qualified person with a focus on safety. Working independently, quickly, and efficiently are integral to the success of this position.

**General Responsibilities:**

The Engineering Submittal Assistant will assist the Submittal Coordinator with all duties associated with the submittal process and provide support to the Vaughan engineering staff. Job duties will include administrative tasks of a technical nature related to specific engineering projects.

**Essential Roles and Responsibilities:**

- Prepare engineering documentation packages, using WORD, Adobe, and Excel.
- Maintain updates to project status log.
- Draft, track and maintain project exceptions and clarifications.
- Schedule and communicate with the client regarding project status.
- Be responsible for maintaining quality standards on all projects.
- Other work as directed by Engineering Project Manager.

**Qualifications:**

- Proficient in MS Office, including Word and Excel (required)
- Experience with AutoCAD preferred, but not required
- Excellent organization and time management skills
- Expert level written skills
- Exceptional interpersonal skills
- Excellent written/verbal communication
- Strong attention to detail
- Ability to take direction
- Strong communication skills

The position is fulltime, Monday through Friday 7:00 AM to 3:30 PM. Benefits include paid vacation, sick leave, 401k, medical, vision and dental insurance.

With 60 years of experience, Vaughan Company is the world leader in severe duty chopper pumps. Located in Montesano, Washington since 1960, we employ a workforce of over 100 people.

Please submit your resume and references by mail or fax.

Please do not apply in person.

Vaughan Co., Inc.  
Attn: Human Resources  
364 Monte Elma Road  
Montesano, WA 98563  
Fax : (360) 861-7122