



ADMINISTRATIVE ASSISTANT

Collicutt Energy Services is a solutions-oriented, engine company. We specialize in custom manufacturing, repair, overhaul, and maintenance for all engine brands across diverse industries, consistently raising the standards for customer satisfaction. Our company culture emphasizes safety, respect and continuous learning, fostering an environment where employees can thrive professionally and personally. As a growing, privately-owned organization, we offer exciting opportunities for career advancement and the chance to contribute to cutting-edge energy solutions. Join Collicutt and be part of a collaborative team that values community involvement and shared success in the ever-evolving energy sector

Now Hiring: Administrative Assistant | Santa Fe Springs

We are currently seeking a **Administrative Assistant** to join our **Santa Fe Springs Team**. This position requires a high degree of organization, excellent communication skills, and the ability to adapt quickly to evolving technology. You'll be supporting internal teams, handling administrative tasks, and ensuring smooth day-to-day operations.

In this role, you will also be responsible to:

- Serve as the first point of contact for visitors and incoming communications (calls, emails, mail).
- Verify technician timecards and compile bi-weekly payroll documentation.
- Maintain and organize internal documents, visitor logs, and office supply inventory.
- Handle vehicle registrations, insurance renewals, and DMV/insurance communications
- Manage business license applications, renewals, and ensure regulatory compliance.

Qualifications and Skills

Required

- High School Diploma or equivalent (Business Admin diploma an asset).
- 2+ years of administrative experience in a fast-paced or service-based environment.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook, Teams).
- Experience with SAP or similar ERP software.
- Strong multitasking and time management skills under deadline pressure.

Preferred

- Prior experience in fleet or license management.
- Familiarity with California DMV and municipal licensing processes.
- Working knowledge of workplace safety compliance practices.

Working Conditions

- Office setting (indoor)
- Occasional visits to shop floor for coordination purposes
- Frequent communication with technicians, managers, and external vendors

Starting Pay: \$24.00-\$27.00/hour (DOE)

What We Offer

- Competitive wages
- Comprehensive benefits (medical, dental, vision)
- 401(k) with company match
- Referral bonus program
- Reimbursement for training and professional development

Interested?

Send your resume to hr@collicutt.com with **SFS - Admin Assistant** in the subject line.

Collicutt follows the principles of equal opportunity in regard to its hiring and promotion procedures. Collicutt does not discriminate based on items such as race, gender, origin, religion, sexual orientation, veteran status or any other classification protected by federal or state law.