

ADMINISTRATIVE ASSISTANT: Davis Engineering Service, Inc. is looking for a highly organized, detail oriented, meticulous individual to fill an administrative assistant position in our Pagosa Springs office. The job entails general administrative tasks, bookkeeping, accounting, customer service, and support of engineering and surveying staff. Excellent communication (verbal & written) and computer skills are necessary with Microsoft Office products (especially Word & Excel) and QuickBooks experience a plus. Benefits for full time employees include paid time off, retirement plan, health insurance. Pay dependent on qualifications. Send resume to myron@daveng.com. Successful applicants will be contacted for interview.