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## Administrative Manager

Location: Eureka, CA office

### Compensation & Benefits:

- Wage range is approximately \$50,000 to \$60,000 per year
- Flexible work schedule
- [Comprehensive benefit package](#)
- Family-friendly and supportive team culture, shareholder opportunities
- Live, work, and play in the beautiful coastal redwoods and rural communities of SHN's foot print

### What are SHN's minimum qualifications?

- High school diploma or GED
- 4-6 years of professional administration experience
- Valid California driver's license
- Authorization to work in the U.S. without sponsorship

### What additional knowledge and experience would make me a great candidate?

- Bachelor's degree in English, Business Administration, or related field
- Experienced supervisor, leader
- Technical writing
- Policy development and training to standards

### What kind of work would I be doing?

The Administrative Manager oversees the administrative function of the Eureka Region and directly supervises all Eureka Region administrative staff. They develop and improve SHN-wide corporate administrative systems, policies, and procedures, such as the Corporate Style Guide, ADA compliance, technical writing/editing, and document filing/storage. This individual will work through regional managers and supervisors to ensure staff comply with administrative standards and operating procedures. The Administrative Manager will possess strong organizational, analytical, supervisory and interpersonal skills, and demonstrate SHN's mission, vision, and values in everyday language and interactions with co-workers and client/vendors.

### To Apply

Please send to [SHN-Hire@shn-engr.com](mailto:SHN-Hire@shn-engr.com) a cover letter that addresses your interest and experience along with your resume. All inquiries will remain confidential.

**SHN is proud to be an Equal Opportunity Employer**

