

Office Administrator

Location: Maitland/Orlando, FL office

Schedule: In-office position with flexibility; minimum 30 hours per week

Local travel: Periodic local errands and office-related travel

BE THE COORDINATION HUB THAT KEEPS OUR MAITLAND OFFICE RUNNING SMOOTHLY

Drummond Carpenter (DC) is seeking an organized, responsive, and self-motivated Office Administrator to support the day-to-day operations of our Maitland office. This is a highly visible role for someone who enjoys creating order, anticipating needs, solving everyday problems, and helping a busy team stay connected and productive.

The right candidate will bring initiative, sound judgment, adaptability, and a service-oriented mindset. They will be comfortable working independently, shifting priorities when needed, and interacting effectively with a variety of personalities and work styles. This person will serve as a central coordination hub for the office - someone colleagues can rely on to follow through, communicate promptly, and keep administrative details moving.

WHAT YOU WILL DO

In this role, you will take ownership of the overall administrative coordination of the Maitland office and help create an organized, welcoming, and responsive workplace. Responsibilities may include:

- Managing day-to-day office administration and serving as the primary point of coordination for routine office needs
- Monitoring office supplies, equipment, shared spaces, and general workplace needs; ordering or coordinating service as appropriate
- Receiving and routing mail, packages, deliveries, visitors, and general office communications
- Coordinating meetings, conference rooms, office calendars, meals, and other logistics as needed
- Supporting leadership and colleagues with administrative tasks, document preparation, scheduling, printing, scanning, filing, and organization
- Using Microsoft 365 applications - including Outlook, Word, Excel, PowerPoint, and Teams - to support office communication and administrative workflows
- Running local business errands and coordinating pickups, deliveries, purchases, and other office needs
- Helping coordinate office events, employee gatherings, visitors, onboarding logistics, and other team activities
- Maintaining organized office records, contact information, vendor information, and administrative files
- Communicating with vendors, building management, service providers, and staff to resolve routine office issues promptly
- Anticipating needs, identifying administrative gaps, and taking initiative to address them without requiring detailed direction
- Providing general administrative support across the firm when priorities or workload require flexibility

WHAT WE ARE LOOKING FOR

We are looking for a dependable and resourceful professional who takes pride in being responsive, organized, and helpful. This role is best suited for someone who notices what needs to be done, takes ownership, and follows through.

REQUIRED QUALIFICATIONS

- Ability to work in the Maitland office a minimum of 30 hours per week, with flexibility in establishing a consistent schedule that meets office needs
- Working knowledge of Microsoft 365 programs, particularly Outlook, Word, Excel, PowerPoint, and Teams
- Strong organizational skills and the ability to manage multiple priorities and routine interruptions
- Demonstrated initiative, self-motivation, reliability, and follow-through
- Strong interpersonal skills and the ability to work effectively with varying personalities, communication styles, and levels of seniority
- Responsive and professional communication, both verbal and written
- Adaptability and willingness to assist where needed in a small, collaborative firm
- Good judgment, discretion, and appropriate handling of confidential or sensitive information
- Valid driver's license and reliable transportation for local business errands

PREFERRED QUALIFICATIONS

- Prior experience in office administration, administrative support, office coordination, or a similar role
- Experience supporting a professional services, engineering, consulting, or other project-based office environment
- Experience coordinating vendors, office events, travel, purchasing, or employee onboarding activities
- Comfort learning new software, systems, and administrative processes

WHAT SUCCESS LOOKS LIKE

Success in this role is measured by how smoothly the office operates and how confidently others can rely on the Office Administrator. The ideal candidate will:

- Become the go-to person for day-to-day Maitland office coordination
- Anticipate needs and solve routine problems before they become disruptions
- Respond promptly and communicate clearly with staff, leadership, visitors, and vendors
- Keep commitments, close loops, and take ownership of administrative tasks from start to finish
- Create a welcoming, organized, and professional office environment
- Adapt easily as priorities change and support the team wherever administrative help is most valuable

PROFESSIONAL GROWTH AND SUPPORT

You will work closely with DC leadership and colleagues across the firm. Because this position touches many aspects of office operations, it offers the opportunity to learn the business, expand responsibilities over time, and help shape administrative practices as the company grows.

At DC, advancement is based on performance, initiative, and the value each person brings to the firm.



WHY DC

DC is a service-disabled veteran-owned small business with national reach and deep technical expertise. We provide solutions in the following areas:

- Water
- Infrastructure
- Nuclear
- Environment
- Data Intelligence

While headquartered in Maitland/Orlando, we support projects nationwide that address important environmental and infrastructure challenges. As a smaller firm (less than 50 employees), we offer a collaborative environment with direct access to leadership, meaningful responsibility, and the opportunity for each team member to make a visible contribution.

We provide competitive compensation and a comprehensive benefits package, including health insurance, 401(k), and an unspecified paid time off policy.

EQUAL OPPORTUNITY EMPLOYER

DC is an equal opportunity employer committed to inclusion and diversity in the workplace. We prohibit discrimination and harassment of any kind and make employment decisions based on qualifications, merit, and business needs.