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WWW.CSL-CONSULTING.COM

CSL Consulting, LLC (CSL) is a Massachusetts-based consulting company providing project management and construction mitigation services to organizations and institutions developing capital improvement and maintenance projects. Our company was founded in 2006 and is headquartered in Burlington, Massachusetts with other offices in Boston and Providence.

Company Culture

At CSL, we focus on hiring and training the most talented professionals in the industry and providing a rewarding work environment with emphasis on quality of life. Our firm values personal and professional development, as well as team collaboration. Ideas are generated, shared, and employees are empowered to fulfill their responsibilities, and encouraged to take initiative in making a positive impact on the company.

Construction Mitigation Services

CSL is the only construction consulting firm specializing in construction mitigation services to manage our community relationships and logistical planning for our clients' large-scale construction projects. We have worked on all types of projects in major metropolitan areas, including tight sites and active corporate and academic campuses. Our construction mitigation experts know what it takes to keep projects moving ahead by managing complex logistical requirements between the client, contractors, neighbors, and the city.

Interacting with institutions, contractors, local residents, political and civic leaders, public works, and commercial entities, the CSL mitigation professionals facilitate communication, enforce agreements and reduce negative impacts. We solve construction-related logistical issues through proactive planning and regular job site monitoring, while engaging the community with communication tools, such as call centers to process complaints and online technologies to provide project updates, schedules, reports, data tracking and logistics.

Administrative Assistant

The primary role of the Administrative Assistant will be to assist the members of the Mitigation team with client service and support the administrative work necessary to manage the office. This individual will also assist with the preparation and dissemination of communications to clients, project stakeholders, and municipalities and will help manage the construction mitigation hotline. It is anticipated that this role will provide some support to CSL's Operations Manager as time permits.

This position will be based in CSL's Boston office at 1380 Soldiers Field Road though some remote work is allowed. **This is a full-time position, however, we are open to considering part-time hours for this role.** Parking is available at the office.

Responsibilities will include, but are not limited to:

- Assist the Mitigation Director with procedures and systems to maximize the office's operating efficiency, including some database management.
- Respond to project stakeholders' questions and concerns and help manage the Mitigation hotline from receipt of call/email to final resolution.
- Coordinate with mitigation team members to ensure projects comply with the mitigation program's requirements/commitments.



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- Draft construction notifications, including neighborhood flyers and meeting requests, and ensure the projects' websites are updated regularly.
- Provide support to CSL's Operations Manager as time permits.
- Perform supporting administrative functions to ensure the Mitigation office runs smoothly, including drafting correspondence, filing, ordering supplies, sorting mail, etc.

- Display a strong aptitude for the organization's core competencies which include:
 - Client Focus - Building strong client relationships and delivering client centric solutions.
 - Situational Adaptability - Adapting approach and demeanor in real time to match shifting demands of different situations.
 - Managing Complexity - Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
 - Judgement - Making good and timely recommendations/decisions that keep the project and organization moving forward.
 - Collaborates-Builds partnerships and works collaboratively with others to meet shared objectives.
 - Manages conflict - Handles conflict situations effectively, with a minimum of noise.
 - Builds relationships - Effectively building formal and informal relationships inside and outside of the organization.
 - Communicates effectively - Develops and delivers multimode communications that convey a clear understanding of the unique needs of the audience.
 - Takes Initiative- Takes actions that will improve effectiveness and efficiency of team and project.
 - Improves work process - Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
 - Ensure Accountability - Holding self and others accountable to meet commitments.
 - Drive Results - Consistently achieving results, even under tough circumstances.
 - Instills trust - Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Minimum Requirements

- Associate's or bachelor's degree and a general interest in working in the construction industry, though experience in the industry is not needed.
- Minimum of two (2) years of work experience in a professional setting.
- Proven record of success working as a member of a team.
- Self-starter, energetic, motivated, and enthusiastic.
- Excellent organizational, interpersonal, and written and verbal communication skills.
- Computer proficiency using Microsoft Office. Willingness to learn Salesforce, InDesign, and WordPress if not already familiar.
- Capacity to multi-task in a composed and professional manner.
- Salary is dependent on skills and experience.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.