



3075 Enterprise Drive  
State College, PA 16801  
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### **Job Position: Office Courier & Archivist**

**About:** Become a part of Central Pennsylvania's leading land development civil engineering firm, regularly ranked as a “Top 100 Organization” by *Pennsylvania Business Central*. PennTerra Engineering, a well-established, team-oriented, and employee-owned firm, has an opportunity for an office courier/archivist.

**Description:** This position will also require assembling physical materials, managing logistics, and making local deliveries of a time-sensitive nature. The position requires the ability to navigate physical records, digital records, and various software. Attention to detail will be critical for all functions.

**Qualifications:** This part-time position can be year-round or on a semester basis. While there are no specific educational requirements, the ability to read and understand technical documents will be beneficial. Applicants will need:

- A valid driver’s license and, preferably, their own vehicle.
- Skills to work effectively in a team environment and independently.
- Excellent verbal and written communication skills.
- A problem-solver’s mentality and a high level of attention to detail.

#### **Part-Time Benefits:**

- Flexible Work Hours

A successful applicant will join a team that values employee’s contributions, encourages continuing education, and creates successful projects – literally shaping the community around us.

**To apply, please send a cover letter, application (found at [PennTerra.com/Careers](http://PennTerra.com/Careers)), and resume to [Careers@PennTerra.com](mailto:Careers@PennTerra.com).**

*Note: This job description is intended to provide a general overview of the position and should not be interpreted as an exhaustive list of responsibilities and qualifications. The company reserves the right to modify the job description as necessary.*

