

Administrative Assistant

Job Summary

Provide *proactive* administrative support for office associates. Manage administrative details for office and establish and maintain appropriate records, files, processes and administrative systems.

This is a full-time (40 hrs/week) position; expected hours are 8:00 a.m. – 5:00 p.m. Monday through Friday, or similar as negotiated.

Essential Job Functions

- Provide administrative and clerical support including: greet visitors; answer telephone; arrange schedules, appointments and calls; establish and maintain filing systems (both hard-copy & electronic) for prospects, current clients, past clients, and research related materials.
- Proactively support associates, including maintenance of executive calendar and preparation of executive correspondence; arrange travel and complete related expense reports; respond to miscellaneous administrative projects.
- Proofread and edit reports, documents, and presentations for internal use and for delivery to clients, partners and/or vendors. Prepare graphs, tables, charts and graphics for documents and presentations (Excel, PowerPoint, Project, FileMaker). Print, collate, and bind reports.
- Schedule individual meetings for team members with client. Ensure optimization of team interview schedule with respect to timing and travel. Maintain records related to interview scheduling.
- Maintain inventory and order supplies & equipment; oversee maintenance of equipment and services; maintain documentation of vendor invoices and payments; work with vendors to resolve issues appropriately as needed.
- Maintain and update contact database.

Required Functional Knowledge, Skills & Abilities:

Comprehensive knowledge of administrative practices, processes and procedures. Skill in PC and Macintosh software, including FileMaker and Microsoft Office products: Word, Excel, PowerPoint, Outlook, Project. Skill and proficiency in computer keyboard usage. Analytical and problem solving skills. Ability to work with high volume workload in fast paced, changing office environment and to manage multiple projects simultaneously. Ability to maintain confidential information.

Job Competencies for Success:

Action Oriented
Comfort Clients
Client Focus
Functional/Technical Skills
Integrity & Trust
Interpersonal Skills
Listening
Organizational Agility
Organizing
Planning
Ability to be flexible among changing priorities
Time Management
Verbal & Written Communications

Minimum Qualifications

Education: High School Diploma or equivalent

Experience: Five years progressively responsible administrative & executive support experience with demonstrated Microsoft Office skills and experience handling multiple projects in a fast paced office environment.

Desirable Qualifications

Business or related Administrative higher education level classes, certificate or Associate Degree. Knowledge/experience with non-profit organizations. Experience in consulting organization. Certified Administrative Professional. Training & certification with Microsoft Office products.

Reporting Relationship: Reports to Business Manager.

FLSA Status: Non-exempt

The Essential Job Functions; Knowledge, Skills and Abilities; Competencies are representative of the major components and requirements of the job and are not all inclusive. Other duties are assigned on an as needed basis and may require additional skills and competencies.

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