



Position Profile

ADMINISTRATIVE ASSISTANT

Role Summary:

The Administrative Assistant is responsible for general administrative office staff support that includes 1) initial phone and office contact with clients and other visitors 2); assisting the Operations Manager with general accounting tasks and monthly reporting; 3) supporting Principals and Project Managers with a variety of administrative tasks and functions; 4) and general office organization and supply management.

Reports To:

- Operations Manager / Principals

Key responsibilities include, but not necessarily limited to:

- Telephone Answering
- Enter bills and prepare payments for Operations Manager to Review
- Scan and e-file bills and payments
- Order and maintain office supplies
- Perform monthly bank reconciliations
- Assist Operations Manager with payroll and tax reporting
- Assist Operations Manager with monthly and quarterly reports
- Maintain proposal log
- Assist Principals and PMs with day-to-day administrative tasks, such as mailings, filing, duplication
- Assist PMs with project administrative requirements such as town hall filings and research
- Assist with recruiting efforts (college job posting) and social media presence (LinkedIn)
- Organize corporate social events (annual lobster bake, 2nd annual ski trip)
- Order company gear and marketing gifts
- Update photos and news on company website

Qualifications & Skills Required:

- Bachelor's Degree or three (3) year's professional experience
- Knowledge of QuickBooks or other accounting software
- Knowledge of general accounting practices
- Ability to produce accurate professional looking spreadsheets
- Self-motivated, flexible, and able to handle multiple tasks
- Strong interpersonal, organizational, and time management skills
- Detail oriented
- Aptitude for discretion and confidentiality, exhibiting uncompromised ethics, integrity and respect for company and employee information
- Ability to multitask, prioritize, work independently, as well as, in team environments
- Proficient in MS Office, including Word, Excel, and PowerPoint