

Executive Assistant/Office Manager (Small/Mid-Sized Company)

This individual will play a “jack-of-all trades” role in coordinating all office operations, procedures and resources to facilitate organizational effectiveness and efficiency. This is an exciting opportunity for a hard-working professional who wants to make an impact in a fast-paced environment.

Responsibilities:

Office Management–

- Act as the primary point person for all things office related including: opening and closing the office, maintaining office equipment, ensuring a clean and fully stocked office and kitchen, designing and implementing office policies and procedures, event planning, and assisting HR team with onboarding of new employees
- Build and maintain relationships with vendors to negotiate vendor contracts and to ensure best pricing and service is provided
- Work closely with the Finance Department to ensure invoices are paid in a timely manner
- Effectively handle technical support for the office by becoming knowledgeable in all systems used and coordinating with IT services to troubleshoot technical issues

Executive and Administrative Support–

- Support President and executive team with scheduling appointments, meeting preparation, travel coordination, and ordering catering and supplies
- Provide phone coverage, greet visitors, and handle incoming/outgoing mail
- Prepare and modify documents including correspondence, reports, drafts, memos, agendas, meeting minutes, emails, and presentations
- Compile and submit expense reports

Client Relationship Support–

- Handle client inquiries, perform service requests, account maintenance, and prepare client meeting presentations, as directed
- Coordinate with the marketing and communications team to plan and coordinate client, and prospective client, events

Qualifications:

- Undergraduate degree required
- 1+ year of professional office experience with capacity for increasing responsibilities
- Superior interpersonal skills with excellent written and verbal communication ability
- Strong attention to detail and organizational skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) with the ability to adapt to new computer systems quickly and efficiently
- Excellent problem solving skills and project management skills