

Position: Administrative Assistant

Department: Administration

Positions Supervised: None

FLSA Status: Non-Exempt

Reports To: Executive Administrative Assistant

Summary

Primary responsibility is to provide administrative support to project teams in the firm. Duties include general clerical, receptionist and project based administrative and research support work. Must project a professional company image through in-person and phone interaction.

Essential Duties and Responsibilities

- Answer telephones and transfer to appropriate staff member.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office Suite, including: Word, PowerPoint, Excel, Outlook, etc.
- Perform general clerical duties to include, but not limited to: photocopying, faxing, mailing, filing, and proposal assembly and distribution.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex/Airborne packages where necessary.
- Coordinate and maintain records/files for Project Manager, Principal and other staff.
- Setup and coordinate meetings and conferences.
- Maintain and distribute weekly staff tasks and schedules.
- Collect and maintain departmental inventory.
- Support staff in assigned project-based work.
- Other duties as assigned.

Additional Responsibilities

- Provide office orientation for new employees.
- Setup accommodation and entertainment arrangements for company visitors and company staff.
- Setup travel, accommodation and meetings/conferences/seminars for Project Manager, Principal and other staff.

Knowledge/Skills/Abilities

- Basic reading, writing, and arithmetic skills required. Normally acquired through a high school diploma or equivalent.
- Knowledge of Microsoft Office Suite, other proposal preparation and packaging software as well as telephone protocol. Duties require professional verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.
- Experience with Adobe InDesign desired, but not required.

This job description is representative of typical responsibilities and is not intended to be a complete list of all duties or skills required for the job. It is subject to review and change at any time, with or without notice, in accordance with company needs.