



JOB DESCRIPTION: Administrative Assistant

Summary

The administrative assistant will largely support the management team and controller with organizational and clerical tasks. This person will also represent C2 Strategic, greeting and interacting with clients, prospects, the public and vendors with the utmost professionalism and pleasant demeanor.

Essential duties and responsibilities

- Administrative:
 - Scheduling meetings, making reservations, planning occasional small events
 - Filing and scanning to keep electronic records organized
 - Assisting management with thank-you notes or other client outreach
 - Office/building management (ordering supplies; coordinating cleaning/maintenance)
- Accounting:
 - Entering data into Excel spreadsheets required for monthly invoices to clients
 - Scanning and filing bills and other financial records
 - Processing mail
 - Updating fixed-asset inventory quarterly
- Human resources:
 - Performing administrative tasks related to hiring process
 - Onboarding new employees
- Public relations:
 - Assist with administrative duties for public involvement meetings
 - Maintain databases of contacts and mailing lists in Excel
- Other duties as assigned

Skills/attributes

Required:

- Strong organizational skills with attention to detail and accuracy
- Ability to maintain confidentiality regarding accounting and HR records and matters
- Proactive problem solver
- Adept at multi-tasking and meeting deadlines
- Team-oriented
- Competent in Microsoft Word, Excel and Outlook

Preferred:

- Knowledge of accounting fundamentals and QuickBooks

Education/experience

- Associate's degree or higher in business, accounting or marketing
- At least three years of experience

Work environment

This is a part-time hourly position of 15-20 hours a week during normal office hours of 8:30 a.m. to 5:30 p.m. weekdays. Reliable transportation may be required for occasional company errands; C2 reimburses for mileage. Rarely, the administrative assistant may be needed to help staff a registration table at an evening meeting.

Reports to: Controller