

Administrative Assistant

Job Description Perform administrative related functions to ensure that all aspects of the office operations flow smoothly.

Hours

- Part-time 10-20 hours a week from home and/or the office.
- Ability to work 30-40 hours a week as the company grows is ideal.
- Must be able to attend a weekly Monday staff meeting in the office.

Job Requirements

- Basic computer proficiency.
- Proficient in MS Word and Excel.
- PowerPoint, internet applications, and QuickBooks software a plus.
- Outstanding organizational skills.
- Excellent writing and editing skills/writing background preferred.
- Working knowledge of accounts receivable and accounts payable a plus.
- Excellent communication skills.
- Self-motivated.
- Must be able to work independently while maintaining a team dynamic.
- Ability to maintain a positive and professional working relationship with all employees, subcontractors, vendors, owners and their representatives.

Position Reports to President

Responsibilities

- Proofreading/editing of client documents
- Printing and binding of client materials
- Internal and external contact, reminders, and preparation for meetings
- Maintain schedule for staff as necessary
- Manage regular client contact/touches.
- Attend client meetings and take detailed notes while the meeting is being facilitated.
- Maintain (Phase 3) client schedule.
- Manage and update the VisionBridge operations manual as operational changes are made.
- Manage CRM updates, changes, and overall process.
- Manage Web site updates and communication with Web developer.
- Marketing projects, event set up, and other project management as necessary.
- Order supplies as necessary.
- Perform other administrative related duties as assigned.
