

Office Coordinator / Administrative Assistant

This position requires a dynamic personality that is extremely organized and able to multitask by performing a variety of clerical and administrative tasks. The Administrative Assistant's role will include, but is not limited to, preparing formal documents and letters for project managers and clients, tracking data, electronic filing, and regularly communicating with clients and project correspondents by phone and email. The Office Coordinator will support and work in conjunction with the Director of Operations and Firm's Principals to facilitate efficient operation of the firm.

Duties/Responsibilities:

- Answers and transfers phone calls, screening when necessary
- Welcomes and directs visitors and clients
- Routine communication with employees, clients, consultants, and vendors
- Maintains filing systems as assigned
- Retrieves information as requested from records, email, minutes, and other related documents; prepares/drafts written summaries of data in electronic format when needed
- Composes letters, proposals, and other formal documents for Project Managers
- Responds to and resolves administrative inquiries and questions
- Coordinates and schedules meetings and appointments
- Records and distributes minutes or other records for meetings
- Maintains office supplies/inventory and coordinates maintenance of office equipment and general facilities
- Sorts and distributes incoming mail.
- Performs other clerical and administrative related duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer relations skills
- Proficient in Microsoft Office; MS Word, Excel and Outlook
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently; self-starter
- Ability to prioritize tasks and address urgent and important requests delegated by supervisors

Education and Experience:

- Associate's degree required; Bachelor's degree in related field preferred
- Three to five years of experience in an administrative role

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must maintain means of transportation to travel to and from the office and occasional use for general courier/delivery/pick-up tasks for the firm (local)
- This position is not eligible for remote working opportunities
- 8AM-5PM Monday-Friday availability required

To apply, email resumé and digital portfolio to Candice@StraughnTrout.com