

Job Description

Executive Assistant/Office Supervisor

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Position Summary

The primary purpose of this position is to handle all administrative support and office-related functions.

Position Specifics

Approximately 50% of time spent performing the *Executive Assistant* functions (directly assisting with Managing Partner) and 50% of time functioning as *Office Supervisor* handling projects related to office management.

Role Description

Executive Assistant/Office Supervisor

Manage the office for the company: follow quality control procedures for firm; receive calls from our clients and business partners and answer basic questions or follow-up accordingly.

Develop an in-depth understanding of our business; identify and proactively work with the team to resolve day-to-day issues and create further efficiencies.

- Manage and maintain Managing Partner's schedule
- Answer main Clarity line and Managing Partner's direct phone line
- Schedule meetings with other business partners and clients and coordinate logistics
- Prepare invoices, letters, reports, memos, and other documents
- Prepare arrangement letters for clients and prospects
- Follow-up on accounts receivable
- Open, sort, and distribute incoming correspondence, including faxes and email
- Scan and file documents using set paperless filing system
- Print and organize marketing materials
- Order supplies
- Assist/support consultants with daily printing, copying, mailing and typing

Qualifications

Technical Skills (Required)

- Experience with Windows-based system and ability to navigate through a series of databases
- Proficient in WORD and Powerpoint
- Strong interpersonal communication skills
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Commitment to serving clients
- Ability to work independently and on team
- Problem solving and decision making skills
- Strong project management skills to meet multiple deadlines; ability to prioritize

Other Skills (Preferred)

- Previous benefits and/or HR experience
- Previous consulting experience
- Strong in Excel
- Demonstrate flexibility to work additional hours when client needs dictate

Education Requirements

- Bachelor or Associates degree -or- high school diploma or equivalent
- Two years related experience