

### Office Administration Job Description

Jacadis seeks a full-time, experienced administrative professional to manage and direct communication, provide support for company principals and field staff, manage the business office and finances, coordinate services invoicing and reporting and provide event support and planning.

The Office Administrator will report directly to and be supervised by the company president.

### Responsibilities

The Office Administrator will be responsible for performing the following tasks, Simple Website/Social Media Updates; Company Correspondence; Email/Phone; Office Supplies; as well as managing a consistent administrative calendar.

Responsibilities will include:

- **Communication:** Manage incoming and outgoing (website, public calendar, social media as assigned, planned/promoted events) communication.
- **Executive Support:** Schedule Meetings for President and provide support as needed.
- **Office and Resource Management:** Manage office operations, including managing vendor accounts, paying recurring bills, stocking supplies, managing cleaning person, maintaining landlord relations, and organizing filing system..
- **Travel Support:** Responsible for booking flights, reserving rental cars, hotel rooms and producing travel itineraries. Assigning costs and invoicing to customer accounts where appropriate. Will also be responsible for registering company personnel for conferences, tradeshow and speaking engagements.
  
- **Financial Management:** Day to day book-keeping, management and administration of company finances.

Specific financial management duties include:

- Book keeping & budget management - Manage spending against annual budget including allocating expenses to correct budget codes, communicating with budget line owners as needed.
- Payroll - Manage staff payroll including setting up, managing relationship with payroll provider.
- Day to day financial management – Receive, record, and deposit customer payments. Receive and enter bills, tax & insurance information. Create, send and manage purchase orders.

- Expense management – manage expense request, payments and project costs.
- Accounts Payable
- Accounts Receivable
- Work with financial services firm to process requests in support of their month close and bank reconciliation activities in support of the company.
- Product and materials order entry, procurement & administration
- Office support for field employees
- Other tasks as assigned

- **Services Administration:**

Work with Consulting Manager in the coordination of internal bench staff for scheduling and time entry in the delivery of professional services.

This will include (each in varying degrees at various times):

- Facilitating internal engagement kick off meetings.
- Recording assigned times to a company-wide services calendar.
- Reviewing time entries weekly for accuracy prior to invoicing
- When necessary, assist in the scheduling of project specific meetings.
- When appropriate, assist with the recruiting of qualified candidates for engagements
- Report key service team business metrics regarding utilization and revenue forecasting

- **Special Events:** Work with principals to provide support for ongoing and irregularly scheduled speaking and marketing events.

Ideal candidate will be able to offer suggestions for process improvement and possess the knowledge and skills to implement any necessary changes. Strong interpersonal skills, comfort in a highly technical environment, multi-tasking capabilities, and self motivation are essential.

### Qualifications

- At least 1-2 years relevant experience in a similar administrative position
- Proven ability to manage multiple projects simultaneously within deadlines
- Proven ability to manage a weekly/monthly routine process calendar
- Excellent computer skills
- Experience with QuickBooks is mandatory

- The capacity to respond promptly and professionally to a high volume of email daily
- Ability and willingness to assume additional responsibility and work both independently and collaboratively online and off.
- Proficiency of the following applications:
  - MS Office, including Power Point, Project and Visio
  - Survey Monkey or equivalent on-line survey software application
  - Constant Contact
  - Online applications like, Salesforce.com, TOGGL, Basecamp knowledge a plus
  - Social Media – Twitter, LinkedIn knowledge a plus

A competitive benefits package will be offered.

Background check mandatory.

Salary will be commensurate with experience.

To apply express interest and qualifications in a cover letter with a detailed resume to [ddavidson@jacadis.com](mailto:ddavidson@jacadis.com).