
Executive Admin

Summary

Professional services firm seeks a collaborative, self-starting professional to provide administrative and executive support in a virtual office setting in the Las Vegas, NV area. Under the direct supervision of the company president, the applicant must have expert writing skills, advanced knowledge of Microsoft Office Products; experience with business development practices is a plus. The candidate is expected to make meaningful contributions to the virtual team through strong internal customer service.

Essential Functions & Competencies

- Direct Support to the Company President and Administrative Assistance to Consulting Team Members
- Client Invoicing & communication
- Tracking and processing vendor payments
- Managing corporate credit cards
- In-kind donation process management and reporting
- Year-End tracking and address verification for W2, W3, and 1099 Forms
- General Employee Relations
- Manage, organize, and maintain internal files and folders
- Maintain equipment and software tracking tools
- Populate formal templates (contracts, agreements, changes)
- Company errands
- Schedules and organizes complex activities such as meetings, travel, conferences and department activities.
- Drafts written responses or replies by phone or e-mail
- Handles confidential and non-routine information
- Prepare reports, memos, and documents
- Assist executive team with expense reports, reimbursement requests, and reconciliation of company expenses
- Plan, coordinate, and disseminate materials for internal and external projects
- Prepare general correspondence, memos, executive summaries, business development documentation

Required Experience & Education

- Advanced proficiency with Microsoft Office
- Associate Degree or Equivalent
- A minimum of 2 years of executive office experience

Preferred Experience & Education

- Bachelor's degree
- 5+ years of executive office experience

Position Prerequisites

Full background check (including financials)

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

- This job operates in a virtual office environment.
- Employee must have a dedicated workspace with no distractions or competing duties.
- Employee will be equipped with necessary office equipment to perform duties.
- Job must be performed during standard business hours (Pacific Time).
- Employee must have reliable transportation.
- Company offers competitive benefits include Health Care Reimbursement, Wellness Program, Communication Reimbursement, and Employee Sponsored Retirement Benefits.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

This is largely a sedentary role; however, the ability to lift up to 40lbs may be required.

Position Type and Expected Hours of Work

This is a full-time salaried position eligible for a benefits package. Candidates must be available for work during typical business hours (Pacific Time) which may change from time to time based on client needs. Weekend duties will be required, as requested.

Travel

The position requires up to 25% travel. Also expected to run weekly business errands and attend in-person client meetings.

Work Authorization

Authorization to work in the United States.