POSITION TITLE: Administrative Assistant
LOCATION: Woburn, MA
REPORTS TO: Office Leader

PRIMARY DUTIES AND RESPONSIBILITIES
• Preparing and editing complex and confidential correspondence, communications, presentations and other documents.
• Prioritizing and managing multiple projects simultaneously, and following through on issues in a timely manner.
• Calendar management, requiring interaction with both internal and external executives, consultants and assistants, to coordinate a variety of meetings.
• Arranging travel schedules and reservations for executive management, as needed.
• Sorting and distributing incoming correspondence by priority; organizing and prioritizing large volumes of information including the survey library.
• Answering phones and managing incoming calls appropriately and efficiently.
• Proactively organizing and managing office supply stock; ordering supplies, as needed.
• Coordinating and managing the operation and maintenance of office equipment.
• Maintaining the overall office presence in a neat and orderly fashion.

EDUCATION AND EXPERIENCE REQUIREMENTS
• Associate degree in a business-related field.
• Five plus years of experience providing administrative support preferably within a consulting or other service-related firm.
• Basic understanding of the not-for-profit health care industry or the compensation consulting environment is a plus.
• Proven expert-level knowledge of and experience working with Microsoft Excel, Word, PowerPoint and Outlook. Microsoft Office Specialist certification preferred.
• Excellent time management, multi-tasking and organizational skills, and the ability to simultaneously manage and execute several challenging projects or tasks in a high-pressure environment.
• Strong problem analysis and decision-making skills, and the ability to:
  – Anticipate and proactively address the administrative needs of office staff.
  – Effectively analyze a situation and proactively take action.
  – Make decisions wisely and after adequately contemplating various available courses of action.
- Work effectively and positively with ambiguity.
- Approach challenges in a systematic and rigorous manner, and formulate a logical plan based on proposed solutions.

- Demonstrates integrity and confidentiality under any circumstance or situation.
- Ability to coordinate Client-related or inter-office meetings and events, as needed.
- Demonstrates advanced editing and proofreading skills.

Excellent interpersonal skills and the ability to work with Clients and colleagues at all levels within the organization.

- Excellent verbal and written communication skills are required.

**BEHAVIORAL ATTRIBUTES**

- Self-starter with demonstrated ability to successfully assist with multiple project deliverables in a driven and changing organization.
- Demonstrates ability to shift gears on projects comfortably and effectively.
- Polished and professional demeanor, including a positive attitude, confidence and high level of self-motivation.
- Demonstrates a welcoming and helpful persona, and ability to control and filter emotions constructively under pressure.
- Demonstrates patience, conscientiousness and trustworthiness when dealing with differing personalities within the Firm.
- Flexibility, adaptability, and the ability to work under tight deadlines or changing needs.
- Ability to work independently.
- Exceptional Client and employee service orientation.
- Capable of working in a group as a strong team player.
- Strong attention to detail and concern for quality, accuracy and completeness of work.