



EXECUTIVE ASSISTANT

The Executive Assistant assists in a variety of tasks for the firm, including, but not limited, to the following:

- Oversee client experiences and ensuring a personal, friendly experience for anyone coming into the office or via telephone
- Provide direct administrative support as needed including scheduling appointments, acquiring necessary office supplies, and updating employee information databases
- Create organizational standard operating procedures to enhance and sustain the company's efficiency in a variety of internal processes
- Maintain appearance of office common areas by handling correspondence, managing filing systems, and overseeing supplies and equipment
- Manage team calendar, company-wide projects, and employee workflow by utilizing collaborative software such as Slack, Loom, Todoist, and G Suite
- Provide direct administrative support as needed including scheduling appointments, meetings, and events, booking travel, mailing/shipping packages, acquiring necessary office supplies, and updating employee information databases
- Manage all aspects of the office's space/infrastructure planning (moves, adds, and changes to workstations) and provide answers, resources, and solutions as requested
- Recruit new hires, screen candidates, and train new and current employees
- Maintain employee records (soft and hard copies)
- Update HR databases and manage/implement company benefits (e.g. new hires, separations, vacation and sick leaves)
- Assist in payroll preparation by providing relevant data such as absences and time off
- Provide employee onboarding by training on systems/processes such as Slack, Lastpass, Outlook, Gmail, benefit enrollment, and company policies
- Prepare necessary paperwork for HR policies and procedures (current and new)
- Act as point person for employees to process requests by providing relevant information
- Coordinate HR projects, meetings and training seminars
- Prepare reports and presentations for internal communications
- Facilitate weekly prospecting outreach, act as point of contact for new clients, design/update business website and LinkedIn account, and provide superb customer service
- Ensure peak execution of organizational operations and provide preventative measures by proactively identifying issues

Skills and Qualifications

- 2+ years of office management experience
- Strong time-management and interpersonal skills, flexibility, and multitasking abilities
- Advanced computer skills and experience with online platforms/functions
- Proficiency in Microsoft Office Suite, with aptitude to learn new software and systems
- Proficiency in G Suite (Docs, Sheets, Forms)

Preferred Qualifications

- Previous success in office management
- Engaging personality and optimistic outlook
- Experience developing internal systems and procedures
- Ability to handle/manage confidential information professionally
- Ability to work well independently (efficiently and effectively)

The position is full-time, 30-40 hours/week, and requires some on-site work (at least 2 days/week). Compensation is dependent on experience.

Interested candidates should contact **will@willcarlsonconsulting.com** with a resume, cover letter and three professional references.

The firm is located near downtown Burlington, with most of our clients within walking distance to the office and/or maintaining remote work arrangements. Carlson Consulting, LLC is an Equal Opportunity Employer.