



## **Administrative Assistant Position Description**

**Date:** January 25, 2018

**Employment Status:** At will

**Reports To:** Director of Collaboration

**Compensation Status:** Non-Exempt (Hourly)

**Summary:** The Administrative Assistant is responsible for helping Filament's Executive Team to better serve clients and grow the company by making them more productive.

### **Essential Duties & Responsibilities**

- Office management including but not limited to supply ordering, mail handling, managing vendors
- Scheduling meetings and maintaining two or more independent calendars
- Monitor incoming email from multiple accounts; respond promptly and professionally
- Answer phone and make phone calls on behalf of Filament Executives
- Track and report on client project flow and billable hour budgets
- Obtain client approvals on completed work
- Publish finalized content using Hubspot, Wordpress and multiple social media platforms
- Manage communication and scheduling for new client onboarding process
- Manage client billing and accounts receivable through Quickbooks
- Prepare monthly analytic reports for all client accounts
- Prepare collateral materials for client meetings
- Support Filament administratively through attending weekly team meetings and providing exceptional ideas to increase productivity and cultivate growth
- May perform other duties as assigned by the Executive Team

### **Required skills and abilities to perform essential duties and responsibilities**

The following are a list of skills and abilities that the Administrative Assistant must consistently possess – and will utilize in practice – in order to effectively and satisfactorily perform the above-listed essential duties and responsibilities:

- Discretion and independent judgment regarding performing and timely completing the above-listed essential duties and responsibilities, and any other project or task, with minimal oversight
- Ability to competently and professionally interact with other employees as part of a team

- Excellent verbal, written, and visual communication skills
- Excellent organizational and time management skills
- Ability to be self-motivating and goal-oriented

**Required education, knowledge, experience, and licenses**

- High school diploma or higher and a minimum of one year work experience
- Will utilize multiple programs and apps including but not limited to: Microsoft Office Suite, Google Office Suite, Wordpress, Hubspot, Trello, and multiple social media platforms
- Ability to occasionally lift and carry items up to 50 lbs.
- Must have valid driver's license and reliable transportation