

Office Manager/Administrative Assistant

Sutherland Weston Marketing Communications is seeking a top-notch office manager/administrative assistant. This is a 20-hour-a-week part-time position with a flexible schedule and school-friendly hours for working parents.

The Office Manager/Administrative Assistant is often the first member of staff encountered or spoken to by any caller to the agency. They should strive always to present a friendly but professional tone. The agency expects this to extend to the expert fielding of client calls and the efficient noting of messages. Good voice recognition skills and an outgoing personality is preferred.

The best candidates are highly professional, excellent communicators, computer savvy, organized, detail-oriented, able to manage multiple calendars, great at multi-tasking, flexible, and working well with others. This position is best suited for someone who understands and appreciates the importance this role has for our agency.

Duties:

To perform the job successfully, an individual will need to accomplish the following duties:

- Assists Sutherland Weston's two company partners and external finance team with data entry, vendor contacts, contract management, and expediting bank account deposits as requested.
- With the support of company partners manage administrative duties pertaining to the smooth running of the company and ensures regular care and maintenance of our office building and parking lot, including, building maintenance management, and other duties as assigned.
- Performs general office duties, including supply management, phone answering and messaging, document filing, mail distribution, and helps to maintain reception, conference rooms, and kitchen area to ensure a professional and welcoming appearance.
- Assists in the preparation and review of proposals, correspondence, or any other documents as requested by account service, administrative, and creative departments.
- Maintains current computer skills related to daily job functions.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Cost Consciousness** - Works within an approved budget.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethics; upholds organizational values.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.
- **Problem Solving** - Gathers and analyzes information skillfully; develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; monitors own work to ensure quality.
- **Technical Skills** - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills continuously; shares expertise with others.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

Education and/or Experience:

- Associate's degree (A.A.) or equivalent from a two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Pay

- This is an hourly position with a pay of \$22/hour.