



JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

A LITTLE ABOUT US:

Big Buzz Idea Group is a rapidly growing company focused on providing nonprofits with solutions so they are better able to execute the mission of their organizations.

WHO WE'RE LOOKING FOR:

The Administrative Assistant's primary responsibility is to play an active role in ensuring that all in-office activity is streamlined and running smoothly. The individual in this role is often the first point of contact for prospective and current clients whether it be over the phone or face-to-face. Success in this position would require skill and interest in a fast-paced, high-energy environment. The Administrative Assistant will work with all members of the Big Buzz team and report to the Operations Manager.

As with all members of the Big Buzz team, the Administrative Assistant is expected to follow the policies described in the Big Buzz handbook, attend all internal meetings, and conduct themselves in a professional manner at all times while working to instill a positive work environment at the firm.

PRIMARY DUTIES:

- Managing the phones, fax and reception area to ensure effective communication amongst clients, staff and outside contacts
- Handling catering needs for client and staff meetings and training sessions
- Providing backup for other team members as needed
- Maintaining up-to-date client files
- Maintaining office hours after large events
- Completing administrative projects as needed
- Helping to monitor office protocols and operations

A SUCCESSFUL ADMINISTRATIVE ASSISTANT DEMONSTRATES:

- Excellent written and oral communication skills
- Ability to communicate with diverse populations
- Resourceful, well organized, highly dependable, efficient and detail oriented
- Computer skills –Proficient in Microsoft Office Suite and Google Docs
- Able to meet deadlines
- Effective time management skills are a must!
- Promote a positive team environment

QUALIFICATIONS:

- At least 1 year of office administrative experience
- Excellent communication skills including knowledge of proper grammar and spelling
- Ability to prioritize tasks, solve problems and think on their feet
- Ability to lift approximately 40 lbs.

LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit, what your favorite food is, what your salary requirements are and salary history. Please no phone calls. We'll be in touch!