

Description

Bullpen Strategy Group (BSG) is an insights-focused public affairs advocacy and strategic advisory firm specializing in analysis, communications strategy, and project management to help clients solve problems, grow, and manage risk.

We are seeking an Administrative Assistant to provide day-to-day support for the Chief Executive Officer and Chief People Officer.

Qualifications

The ideal candidate will be highly organized, solution focused and thrive in dynamic start-up environment.

Responsibilities

- Directs office activities and functions to maintain efficiency and compliance with company policies
- Interface with vendors and various internal departments
- Assist with office supplies and inventory, placing regular orders and unpacking / replenishing materials in the shipments
- Replenish snacks and drinks in office kitchen areas throughout the day
- Refill printers, fax machine and copiers with paper when needed
- Conduct dishwasher operation when needed
- Post and distribute mail and coordinate deliveries
- Place catering orders for internal events
- Prepares agendas, makes travel arrangements, and maintains calendar for the CEO
- Maintains records, documentation, and files, particularly more complex or sensitive files such as employee files
- Manage multiple projects simultaneously and meet deadlines
- Assist with compiling and distributing information and materials for meetings
- Assist with special projects and research as needed
- Manage all information with absolute confidentiality
- Performs other related duties as assigned

Required Skills

- BS/BA degree preferred
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong leadership skills
- Ability to think on their feet and have impeccable judgment
- Ability to take on challenges and has a proactive approach to duties
- Ability to prioritize tasks and to delegate them when appropriate
- Basic understanding of how to operate standard business equipment
- Proficient with Microsoft Office Suite or related software
- An excellent understanding of Mac OS

- Ability to effectively communicate and interact with employees at all levels
- Ability to follow instructions and perform a wide range of tasks
- Minimum two (2) to four (4) years of administrative or operations experience in a fast-paced, confidential, client-driven professional services environment

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift to 15 pounds at times

Application Instructions: To apply for the position, please email a cover letter resume via email to hr@bullpenstrategygroup.com