



## Position Description: Administrative Assistant

Work under direction of firm's administrative leaders to support a range of administrative and office management tasks. Specific areas of responsibility are outlined below.

### Skills and values needed for this position include:

- Strong computer skills and proficiency in Microsoft Office Suite including Word, Outlook and Excel
- Adaptable to fast-paced office environment
- Strong organizational skills
- Desire and ability to be part of a supportive team
- Strong work ethic and commitment to accountability
- Excellent communication and customer service skills
- Excellent ability to multitask and problem-solve
- High comfort level learning new software programs
- Willingness to provide assistance where needed
- Understanding and support of the values and mission of A::B

### Areas of Responsibility

#### ***Timekeeping and Expense Tracking***

- Enter project and administration receipts in Dovico.
- Conduct project expense approvals in Dovico, ensuring all expenses are accompanied by receipts and any additional documentation.
- Categorize, copy and send receipts and expense documentation.
- Donations: send funds and follow up the receipts and notifications

#### ***Invoicing***

- Assist with monthly invoicing process as directed by Senior Finance Associate

#### ***Project and Business Management***

- Assist with proposal and project start-ups
- Assist with maintaining monthly financial dashboard and target tracking

#### ***Travel and Professional Development Arrangements***

- Book air flights, rental cars, lodging
- Complete travel sheets

- Enter travel project expenses in Dovico
- Communicate bookings to staff
- Complete training and conference sign-ups for staff

### **Human Resource Administrative Support**

- Assist with scheduling and support employee training and orientation
- Assist with new employee orientation
- Maintain schedule of employee performance reviews
- Assist with maintaining employee manual and digital files for employee reference
- Order parking passes and assist with other regular employee benefits

### **Information Technology Support**

- Assist staff with IT issues and provide liaison with Denali Tek, our IT provider
- Assist with implementation of software systems to support firm operations and project needs

### **Administrative Support**

- Greet and welcome visitors, clients and answer incoming phone calls. Extend administrative support to staff members working in other A::B offices or staff working remotely.
- We all share kitchen duties, take primary responsibility for:
  - Water plants
  - Tend to the general appearance of the office
  - Monitor recyclables and call for pick-up as needed
  - Organize and supply the work room/print room.
  - Call to order printer paper
  - Trips to Costco for office snacks and other office items

## **Compensation & Benefits**

- This full-time position works 35-40 hours per week at \$26-31 per hour DOE. Our office hours are 8:30 am to 5 pm, with flexibility available on a pre-approved basis.

### **Summary of Benefits**

<b>Item</b>	<b>Full time: 30 to 40 hours</b>
<b>PTO</b>	210 hours for Associate, pro-rated based on annual targets
<b>Professional Dev Hours</b>	40 hours per year
<b>Professional Dev Direct Expense</b>	\$600 in direct expenses per year
<b>401K enrollment</b>	Available at 6 months of employment; AB pays 3% of gross pay
<b>Health benefits</b>	Available; AB pays 85% for employee and dependents
<b>Long Term Disability</b>	Available
<b>Life Insurance</b>	Available
<b>Workers' compensation</b>	Yes
<b>Payroll tax</b>	Yes
<b>Wellness</b>	A::B will contribute up to \$85/month to health club membership

## Firm Overview

Agnew::Beck is a multidisciplinary consulting firm based in Anchorage, Alaska with offices in Boise, Idaho, Truckee, California and Soldotna, Alaska. Since 2002, we have worked toward our vision of **“thriving, equitable communities”** by working with our clients to strategically respond to challenges and opportunities they face. We are skilled in analysis, program and policy development, planning, public engagement, and implementation. Our team is committed to effective and efficient project management. We work to build healthy communities locally, regionally and statewide. “Engage, Plan, Implement” is our approach to helping people, organizations and communities get beyond ideas to make things happen.

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short- term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project’s most important issues with smart, effective solutions, and with community stakeholders at the center of the process.

For more information about our company, please explore our website at [www.agnewbeck.com](http://www.agnewbeck.com).

## To Apply for this Position

Please submit PDF cover letter and resume to [admin@agnewbeck.com](mailto:admin@agnewbeck.com). Inquiries should be e-mailed. Please, no phone calls. We appreciate your interest.