



Job Announcement: Administrative Assistant

Position Title: Administrative Assistant
Designation: Part-time (24-32 hours per week)
Start Date: July 2019 or when filled
Salary Range: \$18.00-\$20.00 per hour, based on experience

DESCRIPTION

Triangle Associates, Inc. is looking for a talented, detail-oriented individual with skills in overall office administration, front office support, file and database management and document production. Your work at Triangle will offer the potential for professional growth and interesting, challenging work as part of our team.

SKILLS

We are seeking a professional and detail-oriented person with excellent communication skills, adept at using Microsoft Office 365 software including Word, PowerPoint, Excel, Access and SharePoint. Documents created in Word or PowerPoint should be well designed and easy to read. Knowledge of Access databases will be helpful for this position, including creating and editing database forms, tables, and queries as well as creating and running customized reports. InDesign, BillQuick, Quickbooks and PaperCut software experience will be a plus. Triangle highly values strong problem solving, customer service and teamwork skills. This includes demonstrating a sincere, positive attitude toward helping others and getting things done and developing positive working relationships with colleagues.

Additional skills and talents expected include:

- attention to detail with a high level of accuracy
- excellent organizational and scheduling abilities
- ability to take initiative and be a self-starter
- proficient at time management
- excellent customer service phone skills
- excellent grammar and spelling
- ability to lift up to 25 lbs.

In this administrative support role, your primary responsibilities will be to provide support to the Executive Secretary, Controller and Human Resources Manager. You will also provide support to our facilitation team and the education team, as needed. Your duties will involve a variety of tasks including, but not limited to:

Administrative Support

- Provides support for Executive Secretary including but not limited to office and phone coverage, deliveries, sorting the mail, greeting clients, travel arrangements, inventory, office space organizing, data entry, file archiving, creating/formatting documents, maintaining office phone lists and mailboxes, and any other needed assistance to staff working remotely.
- Assist Controller and Executive Secretary with light bookkeeping projects such as A/R-A/P.
- Coordinates reservations of the company's conference room meeting spaces.
- Maintains office common areas, conference rooms and supply rooms.

- Supports conference call set-up and troubleshooting phone connectivity issues.
- Responsible for ordering and maintaining office supplies and placing work orders.
- Responsible for updating monthly bill reports, organizing credit card bills and receipts and filing monthly project expenses and employee reimbursements.
- Provides support and editing expertise on proposals, reports and newsletters.
- Assists with coordinating meeting logistics included scheduling, location/space research and reservation, equipment needs, set-up/clean-up of meeting space, preparing handouts, table tents or other materials as needed.
- Creates, edits, formats and produces high quality documents and presentations.
- Assists with scheduling meetings and events including monthly birthday celebrations and weekly staff meeting topics.
- Manages computer and AV equipment reservations.

QUALIFICATIONS

Bachelor's Degree and experience in administrative support, executive assistance, database entry and manipulation, and document production. Experience may substitute for education requirement.

BACKGROUND

Since 1979, Triangle Associates has worked with communities, government leaders, and school districts to address ongoing natural resource, land use, and conservation challenges. We are a women-owned environmental consulting company known for innovative and responsive collaborative governance and engaging school-based education programs. Our services include facilitation, mediation, conflict resolution, public involvement, strategic planning, classroom education, community outreach, theatrical programs, curriculum development, teacher trainings, and more. Our clients are federal, state, tribal and local governments, private firms, school districts, non-profits, and communities. Triangle's work is rooted in the belief that good information, genuine dialogue, and participatory problem-solving, among diverse people and interests, are the foundations of a healthy democracy and sustainable society.

Triangle is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism and other forms of prejudice. This work is ongoing and continually adjusted to meet the needs of our staff and stakeholders. We value and welcome a diverse array of experiences. We seek employees who think critically about their own cultural lens and are able to communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our school communities, stakeholders and clients.

APPLY

Please send a cover letter and resume to Human Resources Manager at employment@triangleassociates.com. Please include the position title in the subject line. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.

Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.