

Title: Executive Assistant
Department: Administrative & Office Services
Reports To: Director of Administration, Facilities and Operations
Location: Boston

Position:

Assistance to Chief Information Officer and Director of Information Technology

- Code and seek approval for vendor invoices
- Coordinate with vendors and AP for payment
- Coordinate scheduling of meetings with internal and external participants
- Take meeting notes and circulate to team members for ongoing projects
- Answer and direct telephone calls, retrieve and deliver voice mail messages
- Track and maintain capital and G&A budget spreadsheets w/ Financial Planning and Analysis team
- Maintain accurate records of steady influx of invoices
- Arrange travel
- Code and provide accurate backup for monthly Diners/Amex Statements

Assistance to Director of Administration, Facilities and Operations:

- Code and seek approval for vendor invoices
- Answer and direct telephone calls, retrieve and deliver voice mail messages
- Maintain emergency warden/fire drill and handicap lists
- Keep track of building access cards
- Tend to all BR office rent and send out monthly statements to tenants
- Maintain Business Card database
- Maintain BR employee list and send up to date list to building security
- Track daily billback records and log them
- Follow up daily with non-compliance offenders
- Report works orders to building maintenance
- Maintain BR parking list
- Word process, prepare and edit documents, correspondence, memoranda, etc. from handwritten draft
- Additional duties as assigned
- Process bills for services rendered through the firm's accounting department

Assistance to Office Manager:

- Assist with retrieving daily sick calls and assignments as necessary
- Answer and direct telephone calls, retrieve and deliver voice mail messages.
- Schedule appointments, conferences and evaluation feedback meetings
- Distribute evaluation forms and process completed evaluations
- Maintain Project Clerk program log
- Word process, prepare and edit documents, correspondence, memoranda, etc. from handwritten draft

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- Coordinate staffing of reception area
- Assist with Support Staff and Service Award duties
- Assist with all initiatives for administrative staff
- Additional duties as assigned

Client Services:

- Backup to Client Services and Reception
- Create and distribute Boston Beat daily
- Coordinate large firm events
- Code and seek approval for vendor invoices
- Order monthly Firm birthday cake
- Liaison for catering and all event vendors

Qualifications:

- Minimum of 2-4 years of previous administrative experience preferred
- Superior technical skills in Microsoft Office Suite applications (specifically Word, Outlook, and Excel)
- Strong communications skills, both written and oral
- Excellent interpersonal skills; ability to work with all levels of management
- Ability to multi-task and work in a team environment
- Flexible schedule, available to work overtime as needed
- Discretion and confidentiality essential
- Organization, efficiency and ability to multitask