Project Administrator, Job Description

FLSA Status: Non-Exempt
Division: Whitinger Strategic Services, LLC
Reports To: Managing Director

COMPANY OVERVIEW

Whitinger Strategic Services, LLC offers a variety of resources to help organizations grow in effectiveness, both internally and in the marketplace. We strive to help our clients understand the reasoning, purpose, and desired outcomes of each crucial strategy decision *before* they are made. We specialize in Revenue Creation, Strategic Planning, Brand Management, Leadership Development and Organizational Alignment. Whitinger Strategic Services is affiliated with Whitinger & Company LLC, a certified public accounting and consultancy firm founded in 1930.

POSITION SUMMARY

The Project Administrator is expected to perform a variety of project management and administrative duties to support the company in creating efficiency and effectiveness for our clients. General duties include, but are not limited to; scheduling, report preparation, professional writing and on-line content management. Attention to detail is a must to insure all work is accurate and timely. Anyone performing in this role must have exceptional communication, computer and organizational skills and be able to balance numerous tasks at one time.

OBJECTIVES

Client Support

- Professional writing including letters, memos and news releases
- Scribe for client meetings, board meetings, etc.
- Preparing proposals and client documents
- Updating on-line resources using content management systems
- List management and distribution for email marketing campaigns

Data Support

- Data base management and report preparation
- Reconciling invoices and receipts
- Purchasing and vendor communication
- Preparation of time reports and client billing information

Communication Support

- Calendar management including scheduling appointments & resources
- Event organization and planning assistance
- Contact and scheduling with vendors
- Contact with clients and event participants

EDUCATION & EXPERIENCE NEEDED

- Required – Associates Degree from an accredited college or university
- Preferred – Bachelor's Degree from an accredited college or university
- Required – 3+ years prior experience in a professional office environment
- Required – 3+ years prior experience in a client service organization or role

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Strong organization and communication skills
- Strong writing skills
- High attention to detail
- Ability to support multiple work assignments simultaneously and establish priorities
- Strong computer application skills including on-line research
- Advanced skills with Microsoft Word, Excel, Power Point, Outlook
- Experience with QuickBooks preferred
- Must be adaptable and flexible in dealing with a variety of people and situations
- Must be knowledgeable in office procedures and able to answer questions in a professional manner

USE OF EQUIPMENT

Not limited to: personal computer, multi-line phone system, office software, multi-function printers and various equipment.

POSITION INTERACTS WITH

The Project Administrator will work directly with the Managing Director and Project Manager on a daily basis. This position will also have regular contact with members of the Whitinger & Company staff. Direct contact with clients is expected on a semi-frequent basis by phone, email and in person. Courtesy and respect are expected at all times towards clients and all members of the team.

PHYSICAL REQUIREMENTS OF THE POSITION

The key physical requirements of this position includes the ability to travel from time to time; lift up to 25 pounds; use of standard office equipment, including personal computers; and movement within a standard office, sometimes with stairs.

WORKING CONDITIONS

Typical work week requires 40 hours. Position may require additional hours to complete special projects or meet deadlines. Time worked beyond 40 hours on a weekly basis will be paid at 1.5x standard hourly rate.

SUPERVISORY RESPONSIBILITIES

None

COMPENSATION

This position is full-time and compensation includes a competitive hourly rate plus benefits package.

The specific statements shown in each section of this description are not intended to be all-inclusive; they represent typical elements and criteria necessary to successfully perform the duties of the job.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT