

## PRIMARY FUNCTION

This is an entry-level position with opportunity for growth. The Administrative Assistant will be responsible for ensuring efficient operation of the office facilities, and providing operational support to Executive team members. The company will also be restructuring and transitioning to a nonprofit organization, so nonprofit knowledge is helpful. A strong candidate will have the ability to multitask, be able to work independently and as part of a team, and possess excellent communication and organizational skills.

## KEY ROLES

### *Operations Support*

- Using Monday.com and Google Drive to organize, update, and maintain all filing systems and information including client and vendor records, accounts payable and receivable, payroll, budgets, expense reports, insurance, and all other records as assigned.
- Keep track of expirations and renewals for contracts and services, ensure the company is getting the best rate possible.
- Monitor monthly budget to keep track of upcoming expenses, and ensure services stay within budget.
- Distribute incoming mail, accept packages, and route emails to appropriate entities / staff members.
- Polite and professional communication via phone, email, and in person. Handle sensitive information in a confidential manner.
- Greet all incoming guests and clients, and provide information by answering questions and requests.
- Maintain supply inventory by checking stock to determine inventory levels, anticipating needed supplies and placing orders to replenish supplies.
- Collaborate with staff on projects as needed.
- Collaborating with social media managers on events or special activities that need posts or newsletter coverage.
- Any other operational duties as assigned.

### *Facilities + Office Support*

- Ensure the office is tidy, clean, and in order for guests and clients, especially after events.
- Ensure restrooms are fully stocked and tidy.
- Any other facilities duties as assigned.
- Coordinate and manage janitorial staff and contracts.

### **Events + Memberships**

- Coordinate and assist with event bookings, inquiries, and scheduling.
- Monitor third-party event scheduling platforms.
- Create and maintain event booking contracts.
- Take deposits and payments for events and monthly memberships.
- Keep track of monthly membership and rental accounts, send reminders for payments.
- Help develop relationships and follow marketing strategies for event bookings and community outreach.
- Any other duties as assigned.

### **SKILLS AND EXPERIENCE**

- High School Diploma or equivalent; recent college grad that needs to build work experience, or seasoned administrative assistant accepted.
- Knowledge of Microsoft Office, Google Workspace, and Monday.com.
- Some cryptocurrency knowledge ( can train )
- Strong verbal, written, and organizational skills.
- Attention to detail, accuracy, and problem solving skills.
- Ability to work independently or under pressure.
- Professionalism and high multi-tasking skills.