

Position: Firm Administrator

POSITION SUMMARY: Compass Workforce Solutions has been retained to execute a search for a full-time Firm Administrator and Executive Assistant position. As the right hand to the President, this position is accountable for the efficient operations of the office and will be the key administrative resource for the President. The ideal candidate has the ability to exercise good judgment in a variety of situations, operates proactively and independently, exhibits strong leadership qualities, and possesses excellent written and verbal communication, administrative, and organizational skills. Successful applicants need to have great attention to detail, problem-solving skills, strong technological capabilities, and be quick learners. The Firm Administrator must be resourceful with an ability to execute and follow through on all assignments with minimal guidance and oversight.

POSITION RESPONSIBILITIES:

- As the President's right hand, represent and communicate the values and expectations of the company and support a positive company culture.
- Manage and maintain the President's calendar by scheduling and confirming all appointments, meetings, phone calls and travel.
- Assist the President with the day-to-day activities of the firm and serve as the primary line of communication for keeping the President abreast of employee and client administrative matters.
- Support the President in effectively allocating employee assignments and resources.
- Set up and oversee administrative policies and procedures; review operating practices and procedures to determine whether improvements need to be made to effectively support the growth of the company.
- Oversee time and attendance administration to include reviewing time entries, approving timecards, and alerting staff and President to any concerns with time-keeping.
- Liaise with the Accounting team to ensure accurate handling of accounts receivable, accounts payable, and payroll.
- Oversee vendor management to include recommending vendors, reviewing renewals, reviewing and processing invoices.
- Manage the building lease, contract negotiations, facilities, security, office space and any property management concerns including office furniture and equipment.
- Responsible for the success of, and on-going support of information technology resources for the company; purchase technology equipment and solutions; primary liaison with IT helpdesk vendor.
- Perform general office duties as required.

POSITION QUALIFICATIONS:

- Associate's degree in Business or related field or equivalent work experience.
- Minimum 5 years' experience as a Firm Administrator/Manager or Executive Assistant.
- Proficient with Microsoft Office Suite, file management systems, and website and social media site maintenance.
- Prior supervisory experience preferred or ability to demonstrate leadership skills with team members who are not direct reports.
- Basic knowledge of payroll and exposure to Human Resources related work preferred.

Compensation & Benefits: The Company provides competitive compensation, a 401k retirement savings plan with company contribution, holidays and paid time off, AFLAC voluntary benefit programs, reimbursement and opportunities for professional development, and an employee assistance program (EAP).

To Apply: Send resume, cover letter, and salary requirements to careers@compasswfs.com with 'Firm Administrator' in the subject line.