



Job Description

Job Title: Administrative Assistant	Status: Non-Exempt
	Reports to: President

About Horizon Point Consulting, Inc.

We are Workplace Innovators. We help organizations and communities build a workplace and a workforce of and for the future.

We are committed to the values of people first, passion, productivity, continuous learning and improvement and giving back. We work with individuals and companies who demonstrate these values through their behaviors. To learn more, visit <https://horizonpointconsulting.com/about/>

Position Overview

The mission of the Administrative Assistant is to stay five steps ahead of the Horizon Point team, tracking all of the administrative details and clearing the path for each team member to make the greatest contribution to our business. The individual will assist the President in a variety of personal and professional tasks in order for her to most effectively maximize her time and talents.

The position is flexible in terms of when and how work gets accomplished. There will be certain hours where client or team member needs will have to be met, but we live our values by realizing it doesn't matter when and where work gets done; what's important is that we meet our clients' needs and provides the balance employees need to be engaged in their work. We are focused on delivering excellence to our clients and to our employees by giving the discretion to discern how to best do the job.

Responsibilities

- Manage the President's calendar/scheduling and email
- Meet regularly with the HPC team to determine priorities and direction
- Check and maintain the HPC info inbox; route email communication to the appropriate person for response.
- Provide digital and paper file management; keep Google Drive organized and up-to-date.
- Manage the company's CRM and Project Management System; input opportunities, projects and tasks in the system and monitor task completion.



Many of the inputs for this will include taking notes in meetings and inputting information into the system in real time.

- Produce, order, and organize training materials for clients; print or order printing, put binders together, disseminate online assessments, track and follow up on assessment completion.
- Assist with the administration of wage surveys and market wage data analysis to include assisting with registration, answering participant questions, pulling data and producing reports.
- Manage and organize in person training and meeting needs including arranging for catering, creating agendas, and taking notes.
- Proofread and check links for digital and print materials including blogs, e-newsletters, proposals, and training materials.
- Format and update company files and training materials; disseminate to clients and/or team members when needed.
- Schedule and manage online meetings and trainings via the HPC Zoom account; provide support during online meetings as needed.
- Assist with routine bookkeeping functions such as invoicing, payroll, and providing information to HPC's accounting firm for monthly reconciliation and reporting.
- Update marketing metrics monthly in the tracker; based on these metrics, provide recommendations for new content creation and online/social media initiatives.
- Provide support for recruiting efforts by screening and responding to applicants for client projects.
- Check PO Box, mail packages, and make bank deposits.
- Provide personal support to President which includes running errands, providing household support, and helping with transporting children.
- Determine and implement a personal give back focus in keeping with Horizon Point's Give Back value

Core Competencies

- People First Mindset
- Attention to Detail
- Initiative/ Anticipating Needs
- Affinity for Technology
- Quality Communication both Written and Verbal
- High Level of Discretion