

Administrative Assistant

An Oakland-based professional consulting firm seeks a highly skilled administrative assistant to provide a variety of administrative and clerical tasks to support a large transportation agency and the firm. This fast-paced, full-time position is conveniently located in downtown Oakland, CA.

The ideal candidate must be **organized and dependable, have excellent oral and written communication skills, and be proficient in using MS Word, Excel, PowerPoint, and Outlook**. If you have proven experience as an administrative assistant or executive administrative assistant, we would like to meet you.

Responsibilities:

- Assist in development and preparation of information and specialized graphics for project information, presentations, and reports for various publications and communication tools
- Assist in development, coordination, preparation for, and scheduling of meetings and events, and preparation of meeting materials. Prepare conference rooms and signage, coordinate meeting logistics, set up and take down meetings, and prepare meeting notes/minutes
- Provide support to project managers with various project administrative tasks such as project correspondence, staff reports, data entry, copying, filing, and mailings

Required experience and skills:

- At a minimum, five years of administrative experience and knowledge of office administration systems and procedures.
- Excellent communication skills, including the ability to interface successfully in person, virtually, or via email with managers, team members, partner organizations, consultants, and the public
- Good grammar usage and the ability to write, edit, proofread, and format documents such as letters, staff reports, and presentations
- High-level computer skills, Internet savvy, and advanced skills with the full Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint
- Excellent time management skills and the ability to prioritize work and meet deadlines
- Attention to detail and problem-solving skills
- The ability to take direction from a variety of people and work independently
- The flexibility to assist other team members, as needed, to reach milestones

If you are good at multitasking, have the ability to manage your time well, and want to work with and support a wide variety of people, this job is for you. The pay is competitive.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)