

## Administrative Assistant

An Oakland, CA-based professional consulting firm seeks a professional and skilled administrative assistant to work full-time to complete its administrative team. This position starts as a part-time role, three days per week for training, and will progress to full-time upon completion of training. You will be supporting the firm's Business Development Department and, upon completion of training, our client and agency partners as well.

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

**In addition to the ability to follow directions, work independently, prioritize projects, and meet tight deadlines, the ideal candidate is motivated and must have the following skills:**

- Three to five years of administrative experience and excellent knowledge of office administration, including time management, document-control filing, email correspondence, calendaring, providing support for and tracking the progress of regular workshop sessions as part of two different multi-year Engineering Department initiatives
- Strong experience with Microsoft Office, including Outlook, Word, PowerPoint and Excel expertise (e.g. Pivot Tables, common formulas, VLOOKUPs), conditional formatting, data visualization, sorting and filtering tables, and Adobe Acrobat Pro
- Strong experience with Outlook/Teams, including scheduling events, saving/exporting content, managing email folders, contact lists, sharing content in meetings, and audio/video settings
- Performing quality control (QC) checks on individual project reports (quarterly) and department-wide project update reports (monthly) for accuracy, consistency, clarity, and style
- Strong grammar usage and the ability to write, edit, and proofread business documents, such as letters, resumes, tables, lists, and mailing labels
- Ability to assist and support staff with development and compilation of proposals, responses and project deliverables, including promptly maintaining electronic and paper files and tracking sheets
- Excellent production skills with an emphasis on maintaining production calendars, checklists, database trackers, and other tools to best manage a plethora of tight, concurrent deadlines
- Experience providing meeting and event support, including developing and updating schedules; preparing agendas, meeting notes, and documents; room set up and tear down
- Excellent communication skills and the ability to stay focused while interfacing with managers and team members as well as members of other organizations, the public, clients, and vendors
- The flexibility to assist other team members, as needed, to reach milestones
- The desire to learn new skills and take on more responsibility

Desired skills include the following:

- Familiarity with government or nonprofit organizations
- Familiarity with the transportation industry or public transportation in Alameda County
- Web posting and social media experience, knowledge of WordPress a big plus

**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\*\*](#)