



ADMINISTRATIVE ASSISTANT

\$40,000-\$55,000 DOQ

Remote; Virginia or North Carolina Residence Preferred

Berkley Group seeks energetic, positive, and self-motivated candidates to support the firm's administrative operations and projects.

JOB DESCRIPTION

The Administrative Assistant will play a key role in supporting the firm's day-to-day operations, ensuring effective communication, and providing organizational assistance across various projects. Work is performed under the oversight of Chief Operating Officer and directly supports the company's leadership team.

ESSENTIAL FUNCTIONS

- Regular, reliable availability.
- Assist in the preparation and delivery of invoices to clients.
- Provide support in the AP/AR operations of the company.
- Assist in ensuring compliance with operations and licensing in multiple states, jurisdictions, and localities.
- Develop and refine internal and external communications to ensure clarity, engagement, and accuracy.
- Assist with social media content and website updates, offering innovative ideas for improved engagement.
- Coordinate the design and ordering of marketing materials.
- Create polished final deliverables, such as reports and presentations, for internal and external audiences.
- Help draft contracts, work orders, and related documents.
- Set up, schedule, and coordinate meetings, including virtual and in-person sessions.
- Maintain company files, records, and calendars.
- Coordinate travel arrangements, including booking flights, accommodations, and transportation.
- Handle and maintain sensitive and confidential documents and information.
- Provide general administrative support for the company.
- Perform other tasks as assigned or apparent.

KNOWLEDGE

- Principles and practices of administrative support in a professional setting.
- Proficiency in Microsoft Office, Adobe Products (such as InDesign), Quickbooks, and web-based tools.
- Familiarity with social media platforms and website management.

SKILLS

- Strong written and verbal communication skills.
- Exceptional organizational and time management abilities to handle multiple tasks simultaneously.
- Detail-oriented, with the ability to produce high-quality, error-free work.

- Creative problem-solving skills to address project needs and propose new ideas.
- Strong interpersonal skills to collaborate effectively with team members and clients.

ABILITIES

- Create visually appealing and professional documents, reports, and presentations.
- Work independently and as part of a team, remotely.
- Follow standard operating procedures and company policies.

EDUCATION & EXPERIENCE

High school diploma or equivalent required with experience working with confidential files preferred or any equivalent combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Experience in a consulting or professional environment is a plus. Experience with Quickbooks, social media, website management, and Adobe InDesign is desired.

Berkley Group offers health and dental insurance, 401(k) plan, Flex Spending Account, PTO, and paid holidays.

HOW TO APPLY

Submit a cover letter, resume, work samples, salary expectations and three professional references to Kelsey Wong at kelsey.wong@bgllc.net.

Berkley Group is an Equal Opportunity Employer.