

ADMINISTRATIVE SPECIALIST

POSITION HIGHLIGHTS

Majority of Work is Remote
Flexible Work Hours
Team Environment
Supports Public Agencies and Local Governments

LOCATION

Richmond, Charlottesville, or Harrisonburg areas, with ability to travel in-state occasionally.

SPECIAL REQUIREMENTS

Successful applicants for this position will be subject to a background check and DMV reviews.

HOW TO APPLY

Submit a cover letter, resume, writing sample, salary history and three professional references to Kelsey Wong at kelsey.wong@bglc.net.

\$20-\$25 PER HOUR DOQ | VIRGINIA

JOB DESCRIPTION

The Berkley Group is seeking an energetic, detail-oriented, and self-motivated Administrative Specialist to support our superior delivery of consulting services to local government clients. The position performs general administrative support; preparing and maintaining project records and files; assisting clients and staff; assists with financial reporting, payroll, invoicing; and other work as required. Work is performed under limited supervision of an assigned supervisor.

PRIMARY FUNCTIONS

- Regular, reliable work hours necessary.
- Provides administrative support for company programs and divisions (e.g., executive programs, planning, etc.).
- Produces materials such as brochures, press releases, web copy, blogs, and presentations.
- Implements company/marketing events, retreats, and programs as directed.
- Supports team developing RFP responses.
- Arranges travel plans and accommodations for staff members.
- Assists the Executive Management Team with executive recruitment activities (e.g., coordinating interviews with position candidates, position profile development, advertising the position, collecting and filing applicant material, etc.)
- Oversees company administrative operations and records maintenance.
- Manages company project records, graphics, project and photo files.
- Assists with collecting and analyzing demographic, economic and other data from local, regional, state and national sources for business development and project support purposes.
- Proofreads, checks, and reviews a variety of technical materials and data for accuracy, completeness and conformance to established standards and policies.
- Prepares and implements templates and standard operating procedures to ensure consistent communication and quality deliverables.
- Assists with financial reporting, payroll, and invoicing.
- Attends leadership team meetings, as necessary.
- Undertakes special projects as directed.
- Supports company staff, as necessary.
- Performs other work as assigned.

SKILLS & QUALIFICATIONS

Thorough knowledge of business practices and ability to manage multiple projects and initiatives with tight deadlines. Superior verbal and written communication skills are required. Ability to prepare, review, edit, and format technical reports; ability to establish effective working relationships with company staff, clients, state agencies, and elected and appointed officials. Must be able to effectively engage and work on teams in person and remotely with minimal oversight. Proficiency with Microsoft Office (Microsoft Word, Excel, and PowerPoint). Experience with graphic and design software such as Adobe Illustrator and InDesign is preferred. Must be detail-oriented and able to work independently, think creatively and innovatively, and manage time effectively to achieve specific project objectives in a deadline-driven environment. Must be able to manage multiple projects in various stages.

EDUCATION & EXPERIENCE

Three to five years of experience in administrative support and office operations, or equivalent combination of education and experience. Experience in communications and marketing is preferred.