

Job Posting – August 2021

## **AEA Consulting Office Administrator – Beacon, New York**

AEA Consulting, a global consulting firm setting the standard in strategy and planning for the cultural and creative sector, seeks an Office Administrator to assist the organization in its Beacon, New York, office. We are looking for an energetic, professional team player who can execute flawlessly in a stimulating, fast-paced environment. The Office Administrator reports to the Managing Principal, providing executive support to him, and works closely with the Manager of Finance and Administration to ensure a high functioning and professional work environment.

This is a full-time, salaried position with an attractive package of benefits. Following the COVID-19 pandemic, our team now works remotely, and we are flexible as to your physical work location so long as you can access our Beacon office as required by work tasks.

### **Position Description**

The Office Administrator supports our highly regarded international consulting business. Primary responsibilities include:

#### **Executive Assistance**

- Manage calendars, including scheduling calls and meetings
- Make travel arrangements – coordinating with travel agents as necessary, including airline reservations, hotel accommodations, car rental reservations, and car service arrangements – and provide detailed itineraries and ensure all details are on the calendar
- Assist with preparation of monthly expense reports and reconciliations
- Maintain up-to-date and accurate contact database in our CRM system

#### **Office Management**

- Answer and manage incoming calls through Intermedia Unite phone system app
- Assist with vendor management (Verizon, Intermedia Unite, etc.)
- Coordinate with landlord with building maintenance issues and other building vendors as required
- Maintain a neat and well-stocked office – checking supplies inventory, shopping, and placing orders as needed
- Assist with occasional hospitality arrangements, including organizing seasonal social gatherings
- Check office mail and scan copies to relevant parties; prepare letters, packages, and mailings via FedEx and USPS



- Manage office subscriptions and library
- Monitor AEA admin email account
- Document scanning and assistance with organizing digital files
- Ad hoc tasks as required

### **Human Resources**

- Administer employee benefits (*in coordination with Manager of Finance and Administration + use of ADP*)
- Monitor new human resources compliance requirements and assist in fulfilling needs
- Maintain updated job descriptions and company handbooks, including assisting with company policy updates
- Place job recruitment ads (as needed) and coordinate interviews and other communications with candidates
- Assist with onboarding and off-boarding for employees – e.g. sending policies, training new employees on office technology / software programs, protocols for corporate identity, etc.

### **IT**

*(in coordination with outside IT vendor)*

- Procure and set up new computers with required applications
- Manage administration of corporate Google (Gmail), Dropbox, Microsoft Office, antivirus, and Zoom accounts, and any other employee software accounts that may become necessary
- Ensure hardware and software are updated
- General troubleshooting and data security

### **Position Qualifications**

- Prior experience as an Office Manager, HR Manager, Executive Assistant, Administrative Assistant, or similar position
- Experience with and understanding of issues in human resources
- Obsession with detail and accuracy
- Strong writing and communication skills
- Excellent interpersonal and telephone demeanor
- Ability to execute multiple tasks flawlessly in a fast-paced environment
- Honesty, integrity and ability to handle information and situations with discretion



- Cultural sensitivity; including experience working with people from different countries and backgrounds
- Fluency with Google Apps (Gmail/Google Calendar), MS Office (Word, Excel, PowerPoint), and Mac environment
- Bachelor's degree preferred
- Ideally, an interest in arts and culture

### **Salary and Benefits**

AEA's compensation is competitive and commensurate with experience. Position benefits include:

- 29 days annual paid leave (holidays + vacation)
- Medical, dental, vision insurance (75% paid by AEA)
- 401(k) retirement plans, with employer match
- Potential for year-end performance bonus
- Flexibility of remote work
- Mac desktop or MacBook laptop
- Professional development budget; training and opportunities for advancement
- Semi-annual staff celebrations
- Working with a team of friendly, passionate intellectuals in a positive, supportive environment

### **To Apply**

**Please submit a CV and cover letter highlighting your interest in and qualifications for the position to [jobs@aeaconsulting.com](mailto:jobs@aeaconsulting.com). Please include "Office Administrator" in the subject line.** Applications will be reviewed on a rolling basis until the position is filled.

AEA is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, disability, or any other legally protected status recognized by federal, state or local law. Applicants from populations underrepresented in the arts and in management consulting are strongly encouraged to apply.

### **About AEA Consulting**

We are a global consulting firm setting the standard in strategy and planning for the cultural and creative industries, known for our candid and impartial advice that draws on deep knowledge of the cultural sector as well as robust research and analytical insight. Since 1991, we have successfully delivered more than 1,200 assignments in 40 countries, helping clients around the world plan and realize vital and sustainable cultural projects. Our core service offerings include concept development, cultural plans, business plans, feasibility



studies, policy development, and strategic plans. AEA is stimulating and demanding. We offer our employees a high level of autonomy, flexibility and a full package of benefits; we have commensurate expectations for performance. More information on AEA can be found at [www.aeaconsulting.com](http://www.aeaconsulting.com).

