

AEA Consulting

Administrative Assistant, Beacon, NY

AEA Consulting seeks an Administrative Assistant for our Beacon, NY office. This is an exciting opportunity to join a dynamic, growing international arts consulting firm based in the Hudson Valley. We seek an energetic, professional team player who can execute multiple tasks flawlessly in a stimulating, fast-paced environment. The Administrative Assistant reports to the Manager of Finance & Administration and supports our staff of 16 in the smooth, efficient and professional functioning of the office.

This is a part-time, salaried position, working 20-25 hours per week.

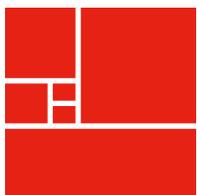
Key Responsibilities

Human Resources/Legal

- Manage onboarding and off-boarding for new employees and subcontractors
- Train new employees on office technology, software programs, and protocols for corporate identity, time-keeping, and knowledge management
- Manage employee healthcare accounts
- Coordinate employee commuter benefits
- Oversee Harvest time-tracking system
- Administer pension plan
- Create and place job recruitment ads; maintain up-to-date job descriptions
- Manage applications and communications with job seekers; help vet candidates for employment
- Prepare employment/independent contractor agreements and NDAs
- Prepare draft client contracts
- Maintain/distribute legal/HR compliance policies
- Help prepare government vendor applications

IT

- Create and manage employee software accounts and manage IT vendor accounts
- Procure and set up new computers with required applications
- Provide IT support for office infrastructure and ensure hardware and software are up-to-date
- Coordinate with outside IT vendor on troubleshooting and data security
- Maintain/distribute data security policies and protocols



AEA Consulting

5 Hanna Lane, Unit 6 • Beacon, NY 12508
Tel: +1 845 765 8100

Somerset House, South Wing • Strand • London WC2R 1LA
Tel: +44 20 7257 9481

www.aeaconsulting.com

General Administration

- Assist with answering phones, post office runs, maintaining neat & organized office space
- Maintain up-to-date and accurate contact database
- Occasional assistance with travel arrangements and hospitality
- *Ad hoc* tasks as required

Position Qualifications

- Prior experience as an HR Manager, IT Manager, Administrative Assistant, or Office Manager
- Excellent telephone manner
- Strong writing and communication skills
- Obsession with detail and accuracy
- Ability to execute multiple tasks flawlessly in a fast-paced environment
- Honesty, integrity and ability to handle information and situations with discretion
- Cultural sensitivity; experience working with people from different countries and backgrounds
- Fluency with Google Apps (Gmail/Google Calendar), Microsoft Office, 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:

- Paid vacation and paid holidays, prorated to hours worked
- Weekly staff lunch and semi-annual staff celebrations
- Working with a diverse, creative team in a supportive and collegial environment.

To Apply

Please submit your cover letter and resume to jobs@aeaconsulting.com with "Administrative Assistant Beacon NY" in the Subject line. 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, handicap, or any other legally protected status recognized by federal, state or local law. Applicants from populations underrepresented in the arts 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 1,000 assignments in 35 countries, helping clients around the world plan and realize vital and sustainable cultural projects. AEA is stimulating and demanding. We offer our employees a high level of autonomy and flexibility; we have commensurate expectations for performance. More information on AEA can be found at www.aeaconsulting.com.

