

Job Title: Administrative Assistant with Greene and Associates, Inc, / A CPI Firm

A professional service firm that serves clients locally with a global reach. Over 25 years in business.

Position Summary:

The Administrative Assistant will work with the CEO, must be a forward thinker and a self-starter. Coordinate and maintain office activities, client service, consultant relationships and community involvement activities. Expectations include effective and positive communication and professionalism while working in a hybrid work environment. Perform client relations management processes including data entry, organizing, and maintaining a variety of databases. Quality communication leveraging a variety of methods; email, phone, in-person and virtual. Perform work in support of others Reports to CEO.

Key Duties/Responsibilities:

- Support the CEO with the company's short-term and long-term goals knowing that everything we do is focused on providing quality client services.
- Understand the importance of the company's relationship to the San Antonio business environment, the community and Career Partners International
- Maintain an up-to-date office calendar with staff and consultant schedules, including client meetings
- Support the company with their continued transition of going digital with files etc.
- Prepare client files for daily meetings, duplicate items from file to eFolder
- Prepare seasonal cards, post-meeting mailouts, and client cards for mail
- Proofread and edit documents such as proposals, resumes, and other materials
- Track supply usage in the office and place cost-efficient supply orders
- Conduct office preparation and maintain office orderliness daily
- Utilize standardized processes/procedures to work effectively
- Communicate client meetings weekly
- Serve as "First Impressions connoisseur"
- Develop familiarity with internal technology platforms and demonstrate to clients
- Maintain company and client confidentiality
- Other projects as assigned

Experience/Skills/Abilities Required:

- Support company staff /consultants
- Strong Interpersonal Communication with people from diverse backgrounds
- Time Management while balancing change
- Experience with Microsoft Office, Google Docs, Adobe and Microsoft Shared Drives, Constant Contact Canva, Zoom Technology platform
- Strong written and verbal communication – including penmanship –English grammar, spelling and content proficiency
- Superb proofreading skills

Experience/Skills/Abilities Preferred:

- Spanish: Speak, Write, and Read
- Social media experience
- Project management skills are a plus

Hours:/ Pay This position is 30-40 hours weekly/ Hybrid virtual and office work environments.

This role is paid hourly. There is an additional pay incentive for bringing in new qualified clients. Tangible and intangible benefits will be discussed. \$17. 00 per hour or more depending on a variety of factors

Submit Resume and Cover Letter to Justin Montagna, justin.montagna@greeneandassociates.com .
Call (210) 366-8768 or email for more information. Applicants will be considered until job is filled.