



# Administrative Office Assistant

K Strategies is an award-winning marketing and public relations agency with two decades of experience helping organizations position themselves to increase market share and engage target audiences. We create inspiring marketing campaigns and materials that help our clients build credibility, educate their audiences, and attract new business opportunities. We make ideas happen and help our clients achieve their goals. We value strategic thinkers who want to make an impact.

We're looking for an administrative professional that is smart, resourceful, has a can-do attitude and is proactive in problem-solving to provide administrative duties to support our leaders and company.

The ideal person will have a warm and engaging demeanor, communicate effectively, is very organized and detailed oriented, flexible, technology savvy, can juggle multiple tasks, can complete tasks quickly, and knows how to manage up to provide great assistance to our team.

## Job Responsibilities

- Conduct administrative duties to assist leadership and company.
- Manage and maintain office to be a professional and resourceful facility for the company.
- Conduct human resources (HR) administrative duties and coordination of recruiting and hiring process, on-boarding, managing insurance and other benefits, documentation, etc.
- Coordinate activities for company's culture plan including agency team building events, celebrations and activities (birthdays, social events and annual holiday event).
- Coordinate with Information Technology (IT) Manager to maintain IT services, computers and office equipment.
- Organize, manage and maintain agency records, contracts, and other files.
- Answer agency phone and general email, and handle correspondence.
- Register and maintain agency as a vendor for bid and contract opportunities.
- Manage and renew company certifications.
- Be company's notary.
- Liaison to property building management for office lease, services, repairs, issues and emergencies to maintain office space.
- Order and inventory office and kitchen supplies, and maintain cleanliness and organization of storage rooms and kitchen area.
- Willing to do what is needed to make things go smoothly in the day-to-day operations of the agency.

## Qualifications

- Three years of experience in office administration
- High school diploma or some college classes is preferred
- Efficient in Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Good verbal and written communication skills
- Ability to multi-task and set priorities with tight timelines and high expectations
- Able to work independently and be proactive in problem-solving
- Bilingual (English and Spanish) is a plus

## Compensation / Benefits

- Competitive salary based on experience and skill set
- Able to work approximately 50% of time remotely from home
- PTO (3 weeks) and 9 paid holidays
- Cell phone allowance
- 401K with matching
- Health, dental, vision and life insurance
- Short Term Disability (STD), Long Term Disability (LTD) and Accidental Death & Dismemberment (AD&D)

## Ready to apply?

Email your resume to [careers@kstrategies.com](mailto:careers@kstrategies.com) and put **AdminOffice** in subject line.

Complete 5 -10 minutes careers assessment at <https://go.apply.ci/s/94DB8E0000>

WE MAKE **IDEAS** HAPPEN.