



Executive Assistant/Office Manager

AHC Inc.

2230 N. Fairfax Drive, Suite 100

Arlington, VA 22201

The essential purpose of this position is to provide executive support to the President/CEO. The Executive Assistant/Office Manager must be able to multi-task, be mission- and results-driven, and be able to execute his or her responsibilities in a very fast-paced environment. The ideal individual should exercise good judgment, possess strong written and verbal communication, administrative, organizational and time management skills. The Executive Assistant/Office Manager should be able to work independently and have discretion with handling confidential information.

Responsibilities include:

- Manage all administrative functions for the Corporate office and lead and supervise the administrative team (2 direct reports)
- The Manager serves as an executive administrative support to the President & CEO, plus 30 employees
- The Manager will develop related office policies & procedures
- Negotiate the purchase of all supplies, furniture, and equipment for all locations
- Manage all telephony activities & set up, work with multiple vendors
- Manage special administrative projects
- Maintain storage room areas
- Maintain inventory of supplies
- Maintain related budgets
- Maintain a high level of confidentiality
- Ensure cleanliness of all office areas
- Mail processing
- Meeting set ups
- Other related duties

Minimum requirements:

- College degree
- Minimum of 3 years' experience providing administrative support, including supervisory experience
- Proven ability to provide exceptional customer service
- Solid knowledge of office supply & equipment procurement
- Knowledge of various office machines/equipment & ability to troubleshoot
- Telephony and audio-visual experience
- Knowledge of mail processes
- Experience monitoring a budget
- Proficiency in MS Word and Excel
- Ability to create reports and presentations as needed

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org or visit & apply on our website www.ahcinc.org, under the 'About Us' tab. E/O/E