



JOB TITLE

Executive Assistant

WHAT YOU'LL DO

Provide executive administrative support for the President, taking full responsibility for the maintenance of a demanding schedule. Represent Deborah Brosnan & Associates to all internal and external contacts in a manner consistent with Deborah Brosnan & Associates values.

WHO WE ARE

Deborah Brosnan & Associates is a science and environment consulting company. In a world of problems, we are your source for solutions. We craft innovative science-based solutions to environmental challenges for discerning clients worldwide who want the best for their project, environment and community. Our personal approach, ability to target the issues, assemble the best team, and work as a trusted advisor and partner with you from start to finish, while rapidly delivering solutions, sets us apart. While a small group, we have a broad reach and extensive experience working in the USA, Caribbean and internationally. Our team combines the best available science and technical knowledge with the practical realities required for communities, businesses and our interconnected "just-in-time" world to thrive. Our professionals can navigate the most complex science and translate it into solutions that save client's money and time, will move projects forward, and help to build resilient environments and communities. We engage highly accomplished professionals.

Basic Job Requirements:

- Bachelor's degree preferred
- 3-5 years administrative experience, preferably at a professional services firm
- Proficient computer skills: Windows 2000, Word, Excel, PowerPoint, G-Suite, Dropbox
- Excellent verbal and writing skills, especially proofreading
- Excellent interpersonal/communication skills

Key Competencies:

- Strong service orientation
- Maturity and flexibility to work both independently and in cooperation with others
- High level of self-motivation and initiative
- Willingness to exercise good judgment and make decisions based on logic and common sense
- Excellent organizational skills
 - Ability to anticipate alternate solutions and be prepared with contingency plans as needed in a calm and efficient manner
 - Superior attention to detail and accuracy
 - Follow through/ownership of tasks to completion
 - Willingness to consistently check and double-check all aspects of President's full and fast-paced schedule (including schedule, travel, client meeting preparations and materials, email correspondence)
- Ability to multi-task and complete a variety of projects in a fast-paced environment
- Ability and willingness to work overtime on projects and tasks as required

COUNTRY

United States

CITY

Washington, D.C.

Some travel may be required.

JOB FAMILY

Business Management & Operations

YOU'RE GOOD AT

Providing all administrative support for the President at a consistent and exceptional level including, but not limited to:

- Manage and maintain President's calendar
- Coordinate point-to-point travel needs (car, flight, hotel, etc.)
- Develop working relationships with external clients and their assistants to facilitate the information flow and scheduling process
- Maintain and develop working relationships with various Deborah Brosnan & Associates project and operations staff members to maintain information flow and scheduling process
- Organize and maintain filing system (both electronic and paper)
- Type and prepare client proposals, letters, memoranda, correspondence and client invoices, etc.
- Provide production support including slide generation, graphics, proofreading, editing, copying and book binding
- Receive, screen, sort and prioritize all incoming mail and email; respond to inquiries as needed
- Reasonable assistance with personal tasks to leverage time
- Maintain highest level of internal and external confidentiality
- Provide back-up production and administrative support to co-workers as directed by President
- Perform general office duties/assistance as needed, provide back-up reception coverage

EQUAL OPPORTUNITY

Deborah Brosnan and Associates is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable, and those with criminal histories will be considered in a manner consistent with applicable state and local laws.

To Apply: Send resume along with a cover letter to: Denise Roden – roden@deborahbrosnan.com