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JOB DESCRIPTION: Office Manager

OVERVIEW: WHAT YOU'LL DO

Provide office management and HR support to Deborah Brosnan & Associates. This includes managing and overseeing the office, acting as the liaison between the accounting firm, bookkeeping firm, and IT firm contracts, vendors, and providing HR support. Represent Deborah Brosnan & Associates to all internal and external contacts in a manner consistent with Deborah Brosnan & Associates professionalism and values.

Hybrid work is possible but sometime in the office is essential and required.

The office is located at 1725 DeSales St NW Washington D.C. and close to Farragut North and Farragut West Metro Stations.

The company will consider full and part time applicants.

WHO WE ARE

Deborah Brosnan & Associates is a fast-paced and dynamic science and environment consulting company, crafting innovative science-based solutions to environmental and climate challenges for discerning clients worldwide. The company assists clients in private and other sectors to manage environmental, ecological and climate-change risks. The company is on the front lines, driving solutions that build resilience and that add value to our clients, communities, and the environment globally.

The Company provides three main services:

- high-level advising and due diligence expertise
- design solutions to environmental risks
- conduct environmental assessments and provide implementation expertise that engages teams in field work, analyses, nature-based solutions, and other analysis as needed

The Company is a unique boutique consulting company, and a Woman Owned Small Business. The Company has offices in Washington D.C. and the Caribbean. While we are a small group, we have a broad reach and extensive experience working in the USA, Caribbean and internationally Deborah Brosnan & Associates prides itself on providing a professional, ethical, science-based, and high-quality service that meets the needs of clients while helping to sustain the environment. Integrity, inclusion, respect, and trust-building are values that govern how the Company operates.

DUTIES AND RESPONSIBILITIES:

- Organize office operations and procedures
- Maintain the office- including equipment, supplies, ordering, arranging any necessary repairs
- Liaise with vendors, building management, and others
- Coordinate with IT as necessary

Smart Solutions to Environmental Risks

Washington, DC • St. Barthélemy, FWI • Antigua, BWI

- Liaise with bookkeeper and ensure that all items are invoiced and paid on time, and that all timesheets, expenses, and credit card annotations are coordinated and submitted
- Manage contracts with office vendors, service providers, and office lease
- Manage office G&A budget, and ensure accurate and timely reporting
- Provide general support to staff, contractors and clients
- Assist in the onboarding process and issuing contracts for new hires/consultants
- Address employee and contractor queries regarding office management issues (e.g. stationery, Hardware, and travel arrangements)
- Plan and assist in any in-house or off-site activities, e.g., celebrations, and conferences
- Manage databases
- Organize company events or conferences
- Deal with correspondence, and maintain registrations and insurance
- Assist in preparing letters, presentations, and reports
- Attend meetings with senior management as needed
- Assist the organization's HR function by keeping personnel records up to date, and assisting in onboarding/offboarding of employees and contractors, oversee PTO, annual reviews, 401(k), QSEHRA – Health Reimbursement Administration,
- Other related work as may be assigned.

QUALIFICATIONS:

- At least 3 year's experience in an administrative office management and HR roles
- Knowledge of software (e.g., excel, word, quickbooks)
- Good interpersonal and time management skills.
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with the ability to suggest improvements

KEY SKILLS:

- Reliability and discretion
- Adaptability
- Communication, and relationship-building skills
- Organizational skills
- Problem-solving skills
- Initiative
- The desire and ability to 'make things happen'
- Budgeting skills
- Attention to detail
- Ability to work in a fast paced environment.

Applications

Please send resume and cover letter to
info@deborahbrosnan.com