



[Careers@Sedaa.Net](mailto:Careers@Sedaa.Net)

<b>Title:</b>	Administrative Support
<b>Location:</b>	Lafayette, CA
<b>Employee Type:</b>	Part-time / contract
<b>Travel:</b>	None
<b>Hours:</b>	10 – 20 hours / week
<b>Compensation:</b>	\$12 - \$15 / hour
<b>Work at home:</b>	Periodically

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**Overview:**

Provide administrative support to the CVO and CFO, maintain tracking spread sheets, filing, organizing office documents, recruiting and some cold calling. This is an in-home office and you will be the right-hand person overseeing the smooth operations of a Consulting business and a Not for Profit business.

**Responsibilities:**

- Ability to prioritize and organize complex tasks
- Perform administrative duties of a responsible and confidential nature
- Maintain a variety of complex electronic records and files
- Work independently with minimal supervision.
- Mine Social Networks (Facebook, LinkedIn, etc.) for potential consultants/opportunities
- Make cold introductory calls to develop new business prospects
- Coordinate and support off-site events
- Create quarterly newsletter
- Investigate and research new ideas/technology that would be useful to the company
- Promoting the company and its client position via social networking environment
- Ad hoc functions as assigned

**Qualifications:**

- Excellent written and oral communication skills
- Problem resolution
- Customer service
- Proficient in MS Suite, specifically Excel
- Great organizational and filing skills
- Ability to proactively uncover opportunities including non-traditional sources
- Self managing and independent
- Flexible to take on tasks
- Extremely trust worthy (Need references)
- Ability to manage chaos
- Experienced and mature in ways of work
- Previous recruiting and bookkeeping experience is a plus