



PSMA JOB BANK

DATE POSTED: 9/17/2018
FIRM: The Rhodes Group
POSITION TITLE: Administrative Assistant

The Rhodes Group is looking for an Administrative Assistant in our downtown Pittsburgh office. This position will report to the Director of Operations and work closely to support all members of the firm.

Duties and Responsibilities will include being the gatekeeper of the firm in regards to phone coverage as well as performing clerical functions such as conducting research, proofreading, preparing correspondence, arranging conference calls, calendar and conference room management, ordering office supplies, upkeep of common areas, assistance with corporate travel (domestic and international), expense report assistance and coordination of IT support requests.

This person must have meticulous attention to detail, be organized, friendly and personable. This position represents the first impression people will have of our firm and must be a reflection of our culture and values.

Education and Experience Requirements

High school diploma or equivalent

Experience using Concur Travel and Expense software preferred but not required

Experience with Deltek Vision software preferred but not required

Minimum of two years previous administrative or related work experience

Proficient computer skills and in-depth knowledge of MS Office applications including Outlook, Excel, Word & PowerPoint

Experience in a consulting, professional service or law firm environment

Ability to work independently with minimal oversight

Ability to keep sensitive information highly confidential at all times

Responsibilities

Prepare and edit correspondence, communications, presentations and other documents

Manage and maintain conference room schedules and appointments

Arrange and coordinate meetings and events

Answer phone calls and direct calls to appropriate parties or take messages

Perform general office duties such as ordering supplies and upkeep of common areas

Open, sort and distribute incoming correspondence, including voicemails and email

Assist with accounting functions including administrative aspects of expense reporting, accounts payable and receivable.

Knowledge of Deltek Vision and/or Concur is preferred but not required.

Participate in the production and dissemination of client presentations and materials

Assistance with various marketing functions, including report generation and contact management in Salesforce

Liaise with internal staff at all levels

Coordination with outside IT service provider for internal IT support

Benefits and Work Environment:

Medical, Dental and Vision with FSA or HSA

Life Insurance, Long & Short Term Disability

401(k)

3 weeks PTO with potential to earn additional 2 weeks during the year

Free on-site fitness and locker facility including wellness allowance

This position works in a small office with approximately 30 other individuals. This is a full-time exempt position, with a minimum of 40 hours per week. Days and hours of work are Monday through Friday, 8am to 5pm with a one hour lunch break.

There is extensive use of a computer, copier/printer, and various office supplies. While performing the duties of this job, the employee is regularly required to sit at a desk and use hands to type on a keyboard and handle office supplies and materials, such as phones, papers, boxes, files, scissors, 3-hole punch, stapler, calculator, fax machine, etc. The employee frequently is required to get up out of desk chair to walk to different areas of the office.

The Rhodes Group



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Why Work Here?

Great work environment, 5 weeks PTO, free health insurance, on-site fitness facility, length of service bonuses and awesome people!

The Rhodes Group is a leading construction consulting firm with global reach and experience across all major industries. Our comprehensive services span the life of a project from preconstruction through formal dispute resolution. These services include Claims Consulting, Expert Testimony, Project Alignment Services, CPM Scheduling and 3D Modeling. Our experience includes multi-million and multi-billion dollar projects that range in function from professional sports stadiums to liquefied natural gas facilities.

Address

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Pittsburgh, PA

USA

Website

<http://www.rhodes-group.com>

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