



MARJ HALPERIN  
CONSULTING



## Administrative Assistant

### The Opportunity

We are two collaborating, Chicago-based public relations firms that provide communications strategy and hands-on support for a variety of local, national, and global clients. Our message-driven approach guides strategic communications, issues management, and PR support for non-profit, government agencies, and corporate clients.

### Who we're looking for

We are hiring a full-time Administrative Assistant, with full benefits, to keep our combined teams of 10 full-time employees, plus several contract team members, working smoothly. From routine meeting coordination and office supply orders to media support, complex ROI data management and the layout and clean-up of client reports, our Administrative Assistant will juggle multiple tasks and prioritize a busy workload. Our business hours are generally 9am-5pm. Candidates must be equipped with a smart phone to be readily available to answer calls and handle e-mails during off hours and when working outside of our downtown Chicago office.

### What you'll do

- Direct support for firm partners
- Manage ever-changing calendars, schedule meetings with internal and external teams
- Support client services, including providing materials, fielding calls, etc.
- Support client invoice preparation
- Create professional documents: reports, memos, agendas and power points
- Provide office support, including supply orders, managing phone and IT service issues
- Organize records and files
- Proof-read documents and materials

### The ideal candidate

Qualified candidates will be creative and hard-working, and comfortable working out of two offices. They'll have a minimum of three to five years' prior office management and/or administrative support experience. Expertise with Microsoft Office Suite required, particularly Word, Excel and PowerPoint. Microsoft 365 or similar file-sharing, web-based platforms a plus. Basic graphic design skills for PowerPoint and simple flyer-type documents a strong plus.

Candidates also should demonstrate experience in:

- Providing management-level support, which includes multi-tasking and handling confidential information
- Managing project budgets and ensuring their accuracy
- Working with vendors to order materials or services
- Serving a work team with creative problem-solving skills and a positive attitude
- Working in a fast-changing environment that requires a high level of maturity, discretion and the ability to work independently and as the administrative member of a consulting team
- Being an organized and dependable employee who thrives on mission-driven, results-driven work
- Experience in public relations or agency setting is a plus

**Salary/Benefits:** Marketplace competitive salary based on experience, benefits include medical, vision, and dental insurance (90% paid by employer), short-term disability, paid vacation and sick time, and automatic 401(k) contribution

**To apply:** Please send resume and cover letter to [Info@marjhalperin.com](mailto:Info@marjhalperin.com)