

Senior Administrative Assistant (Richardson, TX)

At NewGen Strategies and Solutions, our vision is to be the consulting company that makes a difference for our clients, our employees, and our community. Our values include making an impact, fostering innovation, expecting quality, cultivating community, and serving as a trusted advisor to our clients and community. We are searching for a detail-oriented Senior Administrative Assistant to join our team in our Richardson, TX office.

Job Description

NewGen seeks to hire a well-qualified Senior Administrative Assistant to join our Richardson, TX office. The successful candidate will serve as a Senior Administrative Assistant assigned to support Richardson office personnel, as well as additional support for designated remote employees outside the office.

The duties of the Senior Administrative Assistant position include, but are not limited to:

- Provide high-level administrative support to multiple Project Managers and company leaders.
- Compile content, review, edit, and format project deliverables, including reports, memos, letters, proposals, and PowerPoint presentations.
- Primary production of final physical deliverables (e.g., proposals, reports, etc.).
- Support business development efforts, including company responses to competitive Requests for Proposals / Requests for Qualifications.
- Prepare Professional Service Agreements, Subconsultant Agreements, contract addendums, and other project-related documentation under the direction of Project Managers and/or Corporate Services Manager.
- Perform general office duties including, but not limited to, answering phones, ordering supplies, filing, document preparation, office organization, etc.
- Assist with booking travel arrangements, scheduling, and other logistics for Project Team members.
- Coordinate calendars, arrange appointments, and schedule/set meetings.
- Support local office recruiting efforts.
- Support employee engagement.
- Coordinate office celebrations and social functions.
- Maintain company image and brand through the use of templates and use of presentation materials, graphics, supporting tools, etc.
- Assist with expense reporting.
- Adhere to NewGen standards with respect to work products, ethics, and other relevant company policies.
- Other duties as assigned.

Qualifications / Required Skills

Other qualities desired in the ideal Senior Administrative Assistant include:

- Minimum of eight (8) years' successful experience in the Administrative Services field.
- High school diploma or GED required; bachelor's degree or equivalent work experience preferred.
- Ability to manage multiple tasks and processes and handle competing priorities while adhering to tight deadlines.
- Strong organizational skills.
- Outgoing personality with strong interpersonal, customer service, and communication skills.
- Attention to detail and the ability to spot errors and inconsistencies when performing quality checks (e.g., proofreading, formatting consistency, etc.) on documents, presentations, etc.
- Intermediate to advanced proficiency with Microsoft Office (Word, PowerPoint, Outlook).
- Ability to work independently and collaboratively in a team environment that includes a variety of personality types, at all levels in the organization.

Additional Information

Location: Richardson, TX

Employee Type: Full-time in office (Monday – Friday), Exempt Status

Start Date: 2024

We offer competitive salaries and bonuses. Our benefits package is competitive and includes medical insurance, 401(k) plan with matching, paid personal time off and holidays, and flexible work schedules. Investment in formal and informal professional development is encouraged and funded by NewGen.

Base Compensation Range: \$65,000-75,000

The range provided is NewGen's reasonable estimate of the base compensation for this role. The actual amount may be higher or lower based on non-discriminatory factors such as location, experience, knowledge, skills, and abilities.

To qualify, applicants must be legally authorized to work in the United States and should not require, now or in the future, sponsorship for employment visa status. NewGen is an equal opportunity employer and complies with all federal, state, and local fair employment practices laws. NewGen strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, gender identity, sexual orientation, marital status, sex (including pregnancy), age, disability, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.