

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 Administrative Assistant to join our team in our Richardson, TX office. Other qualities desired in the ideal Administrative Assistant include:

- Ability to manage multiple projects and processes and handle competing priorities.
- Outgoing personality with excellent oral and interpersonal communication skills.
- Attention to detail and the ability to spot errors and inconsistencies.
- Able to adhere to tight deadlines.
- Intermediate to advanced proficiency with Microsoft Office (Word, PowerPoint, Outlook).
- Desire to learn new tools and programs to grow with the company.
- Ability to work independently and collaboratively in a team environment at all levels in an organization and manage the various personality types.
- Ability to maintain appropriate confidentiality of sensitive information.

Job Description

NewGen seeks to hire a well-qualified Administrative Assistant to join our Richardson, Texas office. The successful candidate will serve as an Administrative Assistant assigned to Richardson office personnel, which includes NewGen's CFO and a Managing Director. In addition to word processing, filing, and scheduling, they will perform duties such as coordination of meetings and conferences, obtaining supplies, and working on special projects. This role may also be asked to assist with special projects, note-taking, and maintaining client related records.

The successful candidate will also be responsible for assisting in reviewing, editing, and compiling content for reports, proposals, statements of qualifications, and other related work product.

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

- Provide administrative support to multiple Project Managers and company leaders.
- 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.
- Prepare Professional Service Agreements, Subconsultant Agreement, contract addendums, and other project-related documentation at the direction of Project Managers.
- 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.
- 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 time and expense reporting.
- Adhere to NewGen standards with respect to work products, ethics, and other relevant company policies.
- Other duties as assigned.

Qualifications / Required Skills

The successful candidate will have the following qualifications:

- Minimum of 2 years' successful experience in the Administrative Services field.
- High school diploma or GED required. Associates or Bachelors Degree preferred.
- Strong interpersonal, customer service and communication skills
- Ability to multitask
- Proficient in Microsoft Office suite
- Past experience with corporate accounting (accounts receivable, accounts payable, client invoicing, etc.) will be provided special consideration.

Additional Information

Location: Richardson, Texas

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

Start Date: July 2021

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

Base Compensation Range: \$37,500 - \$45,000

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.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.