

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT
PRACTICE: INFRASTRUCTURE

Exempt Status: No
Supervisor: Principal or designee
Working Hours: 8:30 a.m. - 5:30 p.m.; one hour for lunch
Salary: Commensurate with experience

GENERAL DUTIES

Responsible for providing administrative support to staff members in the Infrastructure Practice (and firm as needed) for client service and new business origination in areas such as scheduling; writing and editing of correspondence; researching; coordination of travel arrangements, time entry/expense report preparation; telephone support; tracking and maintenance of interoffice correspondence and incoming mail

QUALIFICATIONS

- Working knowledge of Congress, the Administration and the Executive Agencies with an emphasis on healthcare policy issues
- Customer service oriented attitude and cooperative spirit
- Strong oral, written communication and organization skills
- Professionalism, self-motivation, creativity, initiative and ability to multi-task
- Ability to take ownership of projects, follow through on assignments and keep supervisor updated on progress regularly
- Capable of doing independent research, analysis and utilization of Internet and other resources
- Computer Skills-MS Office required; working knowledge of Macintosh platform or ability to learn new equipment and software applications including use of equipment and applications to complete independent research utilizing the Internet and other resources

RESPONSIBILITIES

- Understand objectives of practice, individual client portfolios and firm; work as liaison on behalf of and with practice to include all aspects of client servicing and new business development activities
- Daily contact and schedule coordination with practice staff members, Hill Staff, clients and prospects
- Provide administrative support to the members of the practice area for client/new business efforts
- Use of interpersonal skills in dealing with staff and client issues
- Ability to handle confidential and time sensitive materials
- Provide back up to Receptionist when needed
- Other duties as assigned

July 2007