

ADMINISTRATIVE ASSISTANT

Transform Consulting Group is seeking a team-oriented professional to support and manage a growing consulting firm. The Project Operations Specialist will provide essential project coordination and completion of administrative tasks for the team, focus on financial and office management, assist with planning and budget development and ensure that financial resources, such as cash and debt management are properly administered. This position is located at the Wabash, Indiana office.

Essential Functions

- Assist with planning and scheduling for the Project Management team on assigned client projects;
- Organize and schedule meetings and appointments;
- Establish and maintain project administrative files and records electronically;
- Maintain and document accomplishment of client milestones;
- Provide planning support and staffing for major events, including the coordination of logistics;
- Monitor and maintain office supplies and equipment inventory; and
- Maintain the organization of the office.

Education and Experience

- High school diploma with five to seven years of proven office management, administrative or assistant experience; associate or bachelor's degree in Business/Public Administration, Communications, or related field.
- Interest in early childhood education, K12 education, higher education, social services, and/or community development is preferred.

Skills and Ability

- Technologically Proficient. Skilled in Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Apps and online cloud programs and platforms.
- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the causes, clients and industries we serve.
- Detail oriented. Attention to detail and problem solving skills.

Salary/Benefits

Salary to commensurate with experience including a competitive benefits package with health, dental, vision, life and 401k plan. Opportunity to receive incentives.

To Apply

Interested applicants should submit cover letter, resume, salary history, and writing sample to a.schortgen@transformconsultinggroup.com. Questions or inquiries may be submitted to this email address as well.