

## Position Description: **Office Assistant**

### **Overview**

Richner + Richner, LLC is a well-established, rapidly expanding strategic fundraising consulting firm based in Ann Arbor, Michigan. We are seeking a qualified professional to join our team part-time as Office Assistant.

Richner + Richner is committed to helping our non-profit organization clients change their cultures so that relationship-based fundraising will thrive in a sustainable manner on an ongoing basis.

### **Office Assistant's Responsibilities**

The Office Assistant's role is to provide the support that allows the rest of the team to function effectively. Working in coordination with the Operations Manager and professional consulting staff, the Office Assistant provides a wide range of support services. These services will vary depending on the needs of the team, as determined by the firm's management, but in general they include:

- Scheduling appointments and making travel arrangements for the consulting team
- Providing reception duties, handling telephone inquiries, and processing incoming and outgoing mail
- Creating standard documents including emails, contracts, etc. from appropriate templates
- Administering surveys on behalf of clients and the firm
- Enforcing brand identity, style guidelines, and standard documents
- Assembling and proofreading written reports and other work products, print or electronic
- Updating the website and keeping electronic files organized
- Participating in staff meetings and client meetings as appropriate
- Data entry related to billing and invoicing
- Keeping office supplies stocked
- Special projects as assigned

The ideal candidate must be extremely attentive to detail and flexible, and accordingly develop systems for prioritizing and multitasking. This

candidate should thrive in a collaborative environment and embrace team achievements while remaining driven to achieve personal goals.

### **Qualifications**

- Minimum 3 years of general office experience, or commensurate experience
- Computer-savvy; adept in Microsoft Office applications
- Experience with scheduling meetings and booking travel arrangements
- Keen organizational and planning skills; great attention to detail
- Excellent written and verbal communication skills
- Ability to work independently in a rapidly-changing environment, prioritize tasks, and meet multiple project deadlines
- Available 10:00am – 4:00pm, Monday – Friday

### **Personal Attributes**

- Outstanding interpersonal and professional communication skills; commitment to teamwork
- Flexible and quickly able to adapt to changing priorities
- Personally motivated, high energy output; proven self-starter with a positive can-do outlook
- Commitment to excellence and the implementation of best practices in all areas of service delivery
- Able to work effectively with a wide variety of people; commitment to diversity
- Strong professional standards; highest ethical behavior

### **Compensation and Benefits**

This hourly position is not currently eligible for benefits, but full-time employment with salary and benefits may be a possibility in the future depending on the growth of the firm and changing support needs.

### **Equal Opportunity and Nondiscrimination Policy**

In keeping with its goals of individual recognition and treatment characterized by dignity and respect, Richner + Richner, LLC is committed to providing equal employment opportunities to employees and to applicants for employment and will not discriminate on the basis of race, creed, color, religion, national origin, sex, sexual orientation, gender

identity, age, disability, height, weight, or marital status in the hiring, promotion, or any other aspect of employment.

### To Apply

To be considered for this position, please email a cover letter and your résumé, including salary expectations and professional references, to [Lindsay@RichnerRichner.com](mailto:Lindsay@RichnerRichner.com). For more information, see our website, [www.RichnerRichner.com](http://www.RichnerRichner.com) or call [734.213.7704](tel:734.213.7704).

