

POSITION DESCRIPTION

Administrative Assistant – Grade C

SUMMARY

You have a passion for helping others achieve their goals. Consummate candidates have demonstrated ability to progress assignments in occasionally ambiguous circumstances, possesses excellent skills in organizing complex information and schedules, and consistently deliver work with exactness. A background serving multi-level, diverse, and virtual teams is ideal. You are looking to become a valued member of our team and build colloquial relationships with our clients.

KEY RESPONSIBILITIES

- ▶ Build purposeful relationships with our partners
- ▶ Meeting coordination & scheduling internally and with our clients
- ▶ Technical assistance with video meeting production for virtual workshops, webinars, and events
- ▶ Event, process, and task documentation
- ▶ Continuing personal development
- ▶ Collaborate with others internally to support company business initiatives
- ▶ Support recruitment, coordinate interviews and onboarding activities for new team members
- ▶ Support and assist with internal training activity coordination and the reporting of capability/skills development
- ▶ Support document sharing internally and externally

SKILLS AND ATTRIBUTES

- ▶ Builder of trusting, supportive relationships with our team
- ▶ Excellent communication skills both virtually and in person
- ▶ Personable and welcoming to clients and team members
- ▶ Comfortable, adept use of video meeting and collaboration tools (Teams, Webex, Zoom, Miro)
- ▶ Microsoft Office 365 proficiency (SharePoint knowledge a plus)
- ▶ Curious, creative, collaborative, and credible
- ▶ Works well as an individual or as part of a team
- ▶ Proven experience as an Administrative Assistant
- ▶ Knowledge of office systems and procedures
- ▶ Excellent time management skills and the ability to prioritize work

KEY REQUIREMENTS

- ▶ United States citizen
- ▶ High School diploma or equivalent; qualification as an administrative assistant is a plus
- ▶ Minimal travel in the United States

SALARY & BENEFITS

We have a great team environment and have recently been awarded the Investors in People Gold Award recognizing the attention we give in our business to developing talented people and creating a supportive, inclusive culture. This role also includes:

- ▶ Competitive salary commensurate with experience
- ▶ Healthcare & Dental Insurance
- ▶ Above average holiday allowance
- ▶ Flexible working schedule

ABOUT S A PARTNERS

Over the last 25 years we have supported organisations globally to deliver sustainable organizational transformation programmes. We help our clients develop their internal capability and business systems, ensuring they achieve long term success. We have a passion for improvement, and we want individuals and organisations to make a positive impact and succeed. With five *Shingo Award* winning publications we are also recognized as thought-leaders in Leadership, Continuous Improvement and Operational Excellence.

Through the S A PARTNERS Academy we provide accredited training in Leadership, Continuous Improvement, TPM and Enterprise Excellence. Our consulting team support organisations at a strategic and operational level with the development of management systems; strategy; operational excellence; supply chain management, TPM and customer journey mapping. We deliver programmes for our clients both inhouse and virtually and support them create a culture of continuous improvement that drives sustainable change.

Our Business Principles (6C's)

Colleagues	Customers	Capacity	Competence	Company	Care
We will respect and support each other, keep our promises, learn by sharing our skills and experiences, to ensure together we are a stronger business	We will build excellent relationships and deliver excellent value for our customers to ensure long term mutual success.	We will deliver won business on time and in full creating benefit for our customers and profit for our Company	We will lead the way in thought leadership by developing our own offers, IP and skills enabling us to satisfy the current and future needs of our customers	We will all strive for excellence growing profits and efficiency while protecting and cherishing our company	We will continually look for opportunities to reduce our carbon footprint and develop approaches that enable us to support our communities we work in.

We have offices in the UK, Ireland, USA and Australia. Our business is owned by the partners who work in it day to day, aspirant future partners who want to own and cherish the business for the long term are always welcome.

FOR MORE INFORMATION:

Visit our website: www.sapartners.com

Follow us on LinkedIn: <https://www.linkedin.com/company/s-a-partners>

Follow us on Twitter: [@S_A_PARTNERS](https://twitter.com/S_A_PARTNERS)

TO APPLY FOR THIS POSITION

To apply for this position either:

- ▶ Register online at www.sapartners.com/careers
- ▶ Email your CV to vacancies@sapartners.com

Please contact our team if you would like to discuss this role in any way.