



Administrative/Office Assistant

Public Relations, Public Affairs and Marketing Firm

Point of Contact:

Melissa Aguillon

President, CEO

210.254.9160

Melissa@aguillon-associates.com

Administrative/Office Assistant:

The Administrative/Office Assistant is responsible for providing support to the President/CEO of Aguillon & Associates. This includes, but is not limited to, utilizing online software systems currently in place, and carrying out biweekly and monthly processes for the firm. Other tasks include keeping the President/CEO and the office of nine team members organized.

A successful candidate can work independently and will be able to meet the following requirements:

- Responsible for handling all aspects of business and personal Google calendars
- Identifies and files receipts for accounting and book keeping purposes
- Organizes monthly statements and receipts to be sent to accountant for book keeping purposes
- Schedules client meetings for President/CEO and office staff if needed
- Shops biweekly for office supplies
- Responsible for paying company bills on a monthly basis
- General office organization
- Filing
- Ensures that staff turns in weekly timesheets
- Ensures that biweekly timesheets are sent to accountant for payroll purposes
- Updates A&A Client lists for purposes of outreach (ie Christmas cards, Fiesta medal deliveries)
- Special projects. IE ordering/delivering Christmas cards, Valentines Day gifts, fiesta goodies
- Purchasing and sending out cards and thank you gifts on behalf of the CEO/President and/or the firm
- Social media for Aguillon & Associates
- Assists office team members as needed with administrative/research functions.
- Other duties as assigned.

Qualifications

- Excellent oral and written communications skills
- Expertise in using MS Office (Word, Excel, PowerPoint), Constant Contact (or other outreach software), social media platforms and conducting research.
- Must be able to work independently
- Must be able to be trusted with sensitive information

Employee should be able to work 40 hours per week. Hours of operation are M-F 9 am and 6:00pm and Friday 9-1. Pay is hourly. Send resume to Melissa@aguillon-associates.com or call (210) 254-9160.