**Administrative Assistant**

Global Strategy Group seeks a motivated and organized Administrative Assistant to provide exemplary support to executives in our Hartford, CT office. This is a critical role which reports directly to the leader of our Communications and Public Affairs Practice who is based in CT but travels regularly to our other locations.

**Responsibilities**

* Provide administrative and day-to-day support to the EVP and communications practice staff as needed
* Manage an ever-changing business calendar, complex schedules, and travel for EVP as well as Managing Director, keeping them informed, prepared, and on time for meetings
* Coordinate daily activities of small but extremely busy communications office, including general office management (ordering supplies, vendor relations, planning office events)
* Prepare and manage expense reports in a timely manner
* Complete data entry projects, including uploading client information and contracts to central database and updating media lists
* Liaise with IT and Office Support to troubleshoot any technology (computer, printer, blackberry) or office issues as needs arise
* Perform background research for clients and potential clients
* Work closely with finance team in NYC to ensure efficient contracting and invoicing procedures
* May assist with daily media monitoring for existing clients

**Qualifications**

* Proven experience as administrative assistant to senior level executives
* Ability to handle confidential information with discretion
* Strong organizational, prioritization and multi-tasking skills
* Exquisite attention to detail
* Excellent written and verbal communication skills
* Ability to work quickly and efficiently
* Reliable and timely
* Excellent Microsoft office (Word, Excel, PowerPoint) skills
* Experience in a professional services organization is a plus
* Strong interest in social and traditional news media, politics, advocacy
* Friendly disposition and team-player attitude

**Education**: Bachelor’s degree required.

**Reports to**: Executive Vice President, Communications

**Application:** Please submit cover letter and resume to [careers@globalstrategygroup.com](mailto:careers@globalstrategygroup.com). Please reference **Administrative Assistant - CT** within the subject heading of the correspondence.