



Sandra Hartog & Associates (SH&A) is a talent management consulting firm specializing in individual and group selection methods, strategic succession management, and leadership and group accelerated development processes. Fenestra is SH&A's HR technology affiliate, providing premier HR technology solutions. Our clients include Fortune 500 organizations in a variety of industries, including financial services, manufacturing, consumer products, advertising and marketing, hospitality, and others.

We seek a bright, organized, self-starting, computer savvy, full-time Administrative Assistant with outstanding interpersonal, organizational and language (written and verbal) skills. We are looking for someone to provide support to the President, Vice President, and other staff (as needed).

The ideal job candidate will enjoy working in an environment where things change quickly and will respond with initiative to the evolving needs of our firm and be able to effectively multi-task. Our client-driven culture demands that each person reprioritize when necessary and wear many different hats throughout the day. Candidates who are interested in working in a highly structured, predictable, and steady-paced work environment will be frustrated in our office, and should not apply. This is a great starting position for someone considering a career in consulting, marketing, or business development, or someone trying to decide on a career path before going on to a second degree.

For this client facing role, the ideal individual will possess:

- An exceptional client-service orientation
- Excellent communication skills (verbal and written), especially on the phone
- An interest in and comfort with technology
- Strong project management, planning, multi-tasking, and prioritizing skills

Responsibilities will be distributed between three main roles:

#### Administrative Assistant to the President and CEO

- Taking the lead in managing the President's office, files and calendar of meetings
- Assisting her during meetings by taking notes, planning follow-ups, etc.
- Managing communication within the office with others and externally with vendors, clients and others
- Coordinating travel arrangements
- Supporting her in a wide variety of special projects on an as needed basis (e.g., business development, speaking engagements, market research)
- Sales support
- Internet research

#### Client Project Support

- Drafting, proofreading, revising, and formatting documents
- Editing of reports and general correspondence
- Creating original PowerPoint presentations (both content and design)
- Working with our offsite printing partner in the production of client-ready materials
- Maintaining excel spreadsheets and data input into our proprietary HR software platform
- Coordinating client meetings, training sessions, or trade show setup at our Brooklyn office or other where (e.g., space planning, catering, equipment setup, travel arrangements, etc.)

#### General Office Support

- Serving as a conduit of information among staff members at different locations, including updating of internal company calendar
- Being the initial point of contact for all client calls
- Maintaining the office supplies and files



- Answering the phone, and light computer maintenance (e.g., installing new software or hardware, etc.), receiving and shipping of internal and external materials

Must have a working knowledge of Microsoft Office XP and the Internet. Photoshop, Dreamweaver, PowerPoint and HTML experience are a definite plus, but comfort learning new computer programs trumps all!

Other Important Considerations: Our office is located in Park Slope, Brooklyn. Candidates must have a minimum of a Bachelor's Degree and 1-2 years work experience before, during, or after graduation. Highly evolved, intuitive, pragmatic thinking and communication (written and verbal) skills are necessary.

Compensation is commensurate with experience. Full Benefits included.

Please email cover letter, resume, and salary requirements to Sandra Hartog and Associates at: [careers@sandrahartogassoc.com](mailto:careers@sandrahartogassoc.com). Resumes without cover letters and salary requirements will not be considered.