

## **Administrative Assistant**

### **About the Role**

The Administrative Assistant will provide high-level administrative support by working independently as well as collaboratively with our team. The Administrative Assistant will be assisting the top executives of A-LIGN including the President, Chief Executive Officer, Chief Revenue Officer, Chief Operations Officer/Chief Financial Officer, and Directors. This position is a fluid one in a growing company whose needs will change and expand as the business develops.

Reports to: Top Executives

Pay Classification: Full Time, Exempt

### **Responsibilities**

- Type reports, memos, letters and other documents using word relevant computer software
- Answer phone calls and direct calls to appropriate parties or take messages
- Record, type and distribute meeting minutes
- Greet visitors and determine whether they should be given access to specific individuals
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution
- File and retrieve corporate documents, records and reports
- Open, sort and distribute incoming correspondence, including faxes and email
- Make travel arrangements for executives
- Perform other duties as assigned

### **Minimum Qualifications**

- High School Diploma or GED with college experience preferred in Business or relevant discipline
- At least 1 year of experience in general office responsibilities
- 2 years of experience with administrative tasks preferred
- Strong computer/Microsoft Office skills
- Exceptional communication skills, both written and oral
- Excellent writing, analytical, and problem solving skills
- Ability to work in a fast-paced environment
- Ability to work individually as well as part of a team
- Ability to meet deadlines
- A high degree of motivation

### **What we can offer you**

- 10 days of vacation per year, with an increase to 15 days after your first year
- Vacation bonus
- 401(k) plan with employer matching
- Employer paid life insurance and disability insurance
- Employer paid health, vision, and dental insurance
- Generous holidays paid time off schedule
- Paid office closure December 24 – January 2

### **About A-LIGN**

A-LIGN is a rapidly growing full-service security, assurance, and compliance solutions firm with extensive experience in providing:

- SOC 1: SSAE 18 Examinations
- SOC 2: AT 101 Services
- PCI DSS Assessment Services
- FISMA Security Assessments
- ISO 27001 Certifications
- FedRAMP Security Assessments
- HIPAA and HITECH Services
- Penetration Testing and Vulnerability Assessments
- A-LIGN is a licensed CPA firm, QSAC, accredited ISO 27001 certification body and accredited FedRAMP 3PAO.

Our clients are located throughout the United States, Europe, and Asia, and include a significant number of publicly traded and Fortune 1000 companies, as well as privately held organizations of all sizes.

### **Our Values**

At A-LIGN, our Big Vision is to relentlessly exceed expectations through extraordinary people, innovative technology, and unwavering dedication to our people and the clients that we serve. Our unique values: be “all in,” commit to quality, innovate constantly and do the right thing, always, set us apart from those that simply strive to meet your expectations. We work where dedication and quality meet. We’re all in, are you?