

# Office Administrator & Executive Assistant

Tigercomm, America's top communications firm serving the cleantech sector, seeks a highly organized, detail-oriented person to problem solve and keep things on track in a dynamic work environment. In this position, you will manage day-to-day operations to ensure smooth workflow and provide both executive support and upward management to a Founder/President who juggles multiple, competing demands. Our firm is committed to a [high-functioning, fast-paced and fun culture](#). Expect to belly laugh at least once a day.

## Responsibilities

### Administrative Oversight

- Act as a central point of contact for communications coming into firm
- Identify, vet, negotiate and manage vendor relationships
- Trouble shoot operations issues, including IT
- Implement and maintain efficient record keeping and related systems
- Handle general administrative tasks, including document preparation and proofreading
- Maintain and use templates for a range of firm tasks, such as drafting client and vendor agreements, as well as converting proposal text into PowerPoint decks

### Financial Management

- Assist the CFO in tracking expenses, accounts receivable and follow-up steps on outstanding invoices

### Human Resources Support

- Support recruitment process with interview coordination and onboarding procedures
- Maintain employee records and assist in HR-related tasks as needed

### Calendar Management

- Manage daily scheduling for Founder/President
- Coordinate staff team meetings as needed

### Travel Coordination

- Manage logistics and book arrangements for all employee travel, e.g., conference registrations, hotels, airfare, etc.

## Qualifications

- Proven experience as an Executive Assistant, Office Manager, or in a similar role
- Exceptional organizational and time-management skills
- Strong attention to detail and ability to set up systems and processes
- Ability to work independently and prioritize tasks effectively
- Ability to handle confidential information with discretion
- Excellent communication and interpersonal abilities
- Familiarity with basic HR and financial processes
- Ability to negotiate vendor agreements
- Proficient in Microsoft Office Suite, HubSpot, Slack and Asana

## Education and Experience

- Bachelor's degree in business administration or a related field is preferred
- Previous experience supporting executive-level management

This is a full-time, salaried position with health, dental and vision benefits. We provide a 401(k) and a partial match on employees' contributions to their retirement. Salary commensurate with experience.

### **About Tigercomm**

Tigercomm is the top U.S. clean economy communications firm helping companies that develop and scale solutions to the global climate crisis. For two decades, we've worked with over 170 companies to turbocharge their sales, narrate their company to investors and executives, secure fair treatment from policy makers, and win community approval for renewable projects. Our team is driven to help the new clean economy disruptors lead the global energy transition.

We do good work for good people. Tigercomm is committed to developing communications talent across a diverse set of people and fostering a culture that ensures all staff are supported and encouraged to be their best.

### **To Apply**

Email your cover letter and resume to [jobs@tigercomm.us](mailto:jobs@tigercomm.us).