



McAllister & Quinn, LLC
Office Administrator
Job Description

About McAllister & Quinn, LLC

McAllister & Quinn is a growing federal and foundation grants consulting, and government relations firm headquartered in Washington, D.C. We offer our 180+ clients a unique blend of comprehensive grant consulting, strategic advising, and government relations services. Specifically, McAllister & Quinn provides our clients the knowledge and skills to seek federal and private foundation grant opportunities that strategically fit their organization's priorities. We support clients to craft competitive applications, assist in developing or increasing funding streams through the congressional appropriations process, and facilitate public-private and international partnerships that furthers our client's mission.

Office Administrator

This role is focused on the daily office and general operational support of McAllister & Quinn, and supports some human resources functions. This role assists with managing recruitment, employee relations, regulatory compliance, training and development for employees, as well as coordinating office activities and operations to secure efficiency and compliance to company policies. The Office Administrator reports directly to the Human Resources Administrator. Competitive candidates must be detail oriented, capable to handle a high volume of logistic coordination, strong ability to anticipate needs of others, and communicate with our 45+ hybrid in-office/remote staff.

Responsibilities

- Perform all required administrative, logistical, clerical, and facilities maintenance tasks
- Oversee facilities management, including space planning, business insurance, vendor contracts and relations, security and emergency response planning, and facilitation of all office functions and services
- Maintain orderly office environment in compliance with HR policies and company culture
- Assist Vice President of Operations with annual budget, and other special projects as assigned
- Maintain client contract data in SharePoint and Salesforce databases, review proposal/contract requirements.
- Oversee all firm-sponsored events, providing logistical support and organizational input
- Assist with general bookkeeping functions including accounts payable, submitting invoices for payment, and expense reconciliation with Expensify software
- Ensure general management of the office, overseeing operational efficiency, effective communications across all employees, and assisting with operational strategy and implementation
- Assist with onboarding and integration strategies for new staff
- Design, implement, and manage Employee Recognition initiatives, and assist with annual staff survey
- Recommend new approaches, policies and procedures to effect continual improvements and efficiency of the firm and services provided for staff
- Support HR to maintain firm-wide records and reports in compliance with HR standards. Maintain organizational charts, employee directory, and IT equipment records
- Assist HR Administrator with recruitment efforts; create and update job descriptions; write and place advertisements; screen and interview candidates; conduct new-employee orientations; conduct exit interviews
- Maintain company's intern program and oversee intern activities and performance
- Maintain an efficient, productive, and positively cultured office and employee experience



*This description reflects M&Q leadership's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

Minimum Required Qualifications:

- This position is required on-site in our DC location a minimum of three (3) days per week
- Bachelor's Degree with a preference for management, business, or human resources management fields
- 0-3 years experience in office / administrative roles in a professional setting
- Strong English verbal communication skills via phone, email, and in person interactions
- Very strong proficiency in Microsoft Office, and Adobe, with focus on Outlook, Word and PowerPoint
- Flexible mind able to work on multiple issues in different areas in a single day, every day
- Self-starter who can organize their time to add value to the team with light supervision as part of a hybrid team
- Exceptional attention to detail and critical thinking skills
- Ability to troubleshoot problems when they arise and to work independently Strong time and project management and planning skills
- Able to remain in a stationary position during the workday (up to 80%), move about inside the office to access files, cabinets, office machinery, supplies, and carry items to various locations in the office
- Able to lift boxes up to 25 pounds and carry them to locations in the office

Preferred Experience / Qualifications:

- Prior Office Assistant or Executive Assistant experience, or similar roles
- Comfortable researching new topics, gathering information, and distilling information into solutions-focused recommendations on short timeframes
- Strategic, creative, service oriented, and adaptive professional mindset
- Experience with: Office 365, QuickBooks (online), Salesforce, SharePoint

Compensation & Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday
- Competitive 401(k), healthcare, dental, long-term disability and employee-directed vision, dependent care FSA, Healthcare HSA/FSA, and transit benefits
- Salary consideration will be commensurate with experience: Base range is \$50,000 - \$60,000 annually
- Flexible vacation and leave policy to include paid time off on most federal holidays

Application Instructions

- Please submit a cover letter and resume in a single PDF file to Katie White (kwhite@jm-aq.com). The cover letter should speak to how your education and/or work experiences integrate with the role and why you are the best fit for the position.

