



POSTION OPENING – OFFICE MANAGER/EXECUTIVE ASSISTANT

Company

Hicks Partners, LLC is a business consulting firm providing public relations, government affairs and business development services to clients at the state and federal level. The firm has an immediate opening for an Office Manager/Executive Assistant.

Responsibilities

- Manage all aspects of the firm's office, including but not limited to, serving as receptionist handling multiple phone lines, mail processing, maintaining office equipment and supplies, maintaining contact database, filing, greeting visitors;
- Serve as executive assistant/scheduler for the firm's President & CEO;
- Provide administrative support to firm staff, including preparing written correspondence and presentations, coordinating meetings and conference calls with clients;
- Assist with firm's marketing efforts, including updating web site, preparing and coordinating newsletter and advertising efforts, organizing firm-sponsored seminars;
- Assist in event planning for clients and firm staff.

Qualifications

- Minimum of two years experience as an office manager, executive assistant or in key administrative support position;
- Bachelor's degree preferred;
- Excellent verbal and written communication skills;
- Ability to solve problems, work independently and interact with clients and vendors;
- High degree of professionalism, discretion and confidentiality in dealing with sensitive information;
- Knowledge and/or experience in dealing with elected officials and staff;
- Proficient in Word, Outlook, Excel and PowerPoint.

Compensation

A competitive base salary commensurate with experience, health insurance, profit sharing and 401K plan is offered.

Interested candidates should send cover letter, resume and salary history by January 22, 2010 to:

Brian K. Hicks
Hicks Partners, LLC
485 Metro Place South, Suite 250
Dublin, Ohio 43017

Brian.Hicks@HicksPartners.com