

Position Description

Job Title: Client Services Coordinator

Job Summary: High level administrative support for multi-client lobbying firm, serving clients operating across varied industries. In addition to general administrative and telephone support, position includes: significant focus on managing complex calendars; scheduling meetings and events, including frequent contact with elected officials; planning and coordinating complex meetings; preparing documents including meeting agendas, correspondence, memos, etc.; researching various issues using multiple online resources; preparing and distributing weekly client update reports; maintaining lobbying compliance reports (JLEC); reviewing various news sources daily and forwarding relevant articles to lobbying professionals and clients; managing vendor payments and employee expense reimbursements in conjunction with our outside accounting firm; processing mail; opening and closing the office each day; and managing office and kitchen supplies.

Position Description: Sean P. Dunn & Associates LLC specializes in assisting clients with pending issues before the Ohio General Assembly and Administration. The realization of our clients' goals is our top priority, and the Client Services Coordinator is integral to that effort.

As the only administrative professional in a small office environment, the position encompasses a broad array of typical general office support functions, with the overall goal of ensuring a smooth-running office. The Client Services Coordinator is generally expected to assist the firm's lobbying professionals (and, as requested, firm clients) in their advocacy functions wherever possible.

A primary focus of the position is to manage the complex and ever-changing calendars of lobbying professionals and clients, including continual follow-up to confirm details, RSVPs, etc. Also required is the ability to professionally and successfully manage relationships at all levels, including: senior government officials including elected officials, their staff, clients including CEOs and other high level executives, and other lobbying firm professionals. Success in this position requires the ability to anticipate scheduling priorities and calendaring conflicts/issues, and to independently take action to manage them appropriately depending on various circumstances.

Skills/Experience Requirements: Ideal candidates will have 3-5 years of administrative experience serving multiple professionals, will have a strong command of MS Outlook and other MS Office products, and will have a strong familiarity with the Ohio Statehouse environment (including both the General Assembly and Executive branches). Strong organization skills, being a self-starter who can independently manage their workload, high attention to detail, ability to manage multiple tasks, and ownership of a task through to completion are essential skills for success.

Contact: If interested please submit a resume via email to sean@spdunn.com. All inquiries will be treated with strictest confidence. Salary will be commensurate with experience.