

## Job Descriptions:

We are seeking qualified applicants with education, certifications, qualifications, and skills in the following areas

- **Administrative Assistant**

The Administrative Assistant provides support through in-depth knowledge of administrative procedures and tools required. This individual must demonstrate a basic understanding of the business service area, clients, key terms, and service offerings. Handle sensitive information with professionalism and integrity communicating openly and often with team members and continually striving to promote a smooth workflow thus meeting the client requirements.

**Responsibilities includes but not limited to:**

Manage calendar; schedule meetings; travel arrangements; manage travel expense reimbursement in a timely manner, complete time entry, as applicable; Exhibit professionalism and diplomacy in all interaction with internal and external contacts; Complete projects assignments meeting deadlines and specifications; Coordinate production of document using available resources. Peer review drafts before final product; Contribute to client and/or project budget management through accurate and prompt time entry; Assist team with administrative tasks assigned; Maintain files, vendor contacts, and databases; Answer and field client calls; provide phone coverage; And other related duties

- **Investigators**

The investigator will conduct background investigations for determining employment suitability; This position requires trust, integrity, confidentiality, intensity, commitment, and pride.

**Responsibilities include but limited to:**

Perform records checks/searches at police agencies, courthouses, educational/financial institutions, and medical/mental health facilities; Face-to-face interviews with employee; their neighbors, coworkers, friends and family, if necessary; Report all information obtained in a clear and concise report; Must have organizational and time management skills; Communication in both oral and written skills along with computer and typing for writing narrative reports of investigation; Must be US citizen; Other related duties

- **Event Planner/Coordinator**

The Event Planner/Coordinator provides professional and courteous planning, communication, administrative and clerical support in the areas of programs, events, websites, and general support and service.

**Responsibilities include but limited to:**

Assess needs of clients and respond to inquiries; Plan events and meetings, manage logistics, setup and staffing; Research various hotels, convention bureaus, audiovisual vendors, etc; Assist with creation, production, and dissemination of material when needed; Make event-related travel arrangements; Prepare receipts for reimbursements; Maintain databases ; Post event summary; Other related duties