Job Description – Administrative/Personal Assistant

Dobson DaVanzo & Associates, LLC (Dobson | DaVanzo) is a health care consulting firm based in Vienna, Virginia, in the Washington, D.C. metropolitan area. The work of our principals has influenced numerous public policy decisions and is reflected in legislation and regulation. Our research helps payers and providers develop, implement, and evaluate equitable payment methodologies. We apply decades of staff experience, access to a broad range of policymakers and subject matter experts, and innovative research techniques in order to best meet our clients' needs. Our analyses, using public and private-sector data, are objective and rigorous. We live and work in a fast-paced environment where timing is everything.

Position Overview

We are seeking a proactive and detail-oriented Administrative/Personal Assistant to ensure the efficient day-to-day operations of our office and provide direct support to the President/CEO (in office), as well as management and staff (primarily remote). This role requires a highly organized professional with excellent communication skills, the ability to manage multiple priorities, and a strong "can-do" attitude. **This position is an on-site position at our office location in Vienna, Virginia.**

Key Responsibilities

Administrative & Clerical Support

- Provide general office support, including mailing, scanning, and copying for management and staff.
- Prepare and modify documents such as spreadsheets, correspondence, reports, drafts, memos, and emails.
- Assist in resolving administrative issues and provide responsive support to staff.

Executive/Personal Assistance

- Serve as personal assistant to the President/CEO, including management of various personal accounts.
- Assist with trust fund-related tasks and responsibilities.
- Maintain and update the President/CEO's calendar daily.
- Assist with travel, meeting, and occasional event arrangements for leadership and staff.

Office & Vendor Management

- Purchase, receive, and maintain office supplies, ensuring availability of essential items.
- Act as joint point of contact (along with our in-house IT specialist) with our IT management company on technology-related issues.
- Coordinate with building maintenance supervisor for onsite maintenance requests.

- Coordinate lunch deliveries from caterers and manage cleanup afterward.
- Run errands and perform miscellaneous job-related tasks as needed.

Recordkeeping

- Log monthly accounts payable, assisting with ACH payments and mail checks as provided by the accountant.
- Deposit accounts receivable checks using electronic scanner in a timely manner.
- Code monthly credit card statements for accounts payable.

Communication & Events

- Prepare and send outgoing mail and courier parcels.
- Update and maintain organization's contact lists.
- Coordinate one large annual mailing, including printing, mail merge, and mailing logistics.
- Assist with planning, setup, and execution of occasional company events.

Qualifications

- Bachelor's degree required.
- Previous experience in office administration, executive support, or related role.
- Excellent time management skills and ability to multi-task and prioritize work in a timely fashion.
- Strong organization and planning skills with exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Professional, dependable, highly responsive, and fostering strong interpersonal connections.
- Valid driver's license and ability to run occasional errands.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Power-Point).

Dobson | DaVanzo offers competitive salaries and a generous benefits package, including health insurance, and a retirement plan with a company match. The company features free lunch every day for this position, as well as a fully stocked kitchen.

To apply, email your resume, cover letter, and salary requirements to careers@dobsondavanzo.com.

Dobson | DaVanzo is an equal opportunity employer.