

**Administrative Assistant**  
**Location: Washington D.C.**  
**Website: [www.hattaway.com](http://www.hattaway.com)**

## **ABOUT US**

Hattaway Communications, Inc., a Washington, DC-based strategic communications firm, helps visionary leaders and organizations achieve ambitious goals that benefit people and the planet. We work with high-profile clients in politics, government, advocacy, philanthropy and business.

We offer our clients a full range of communications products and services, from research, strategy, and message development to fully integrated campaigns that utilize advertising, new media, news media and other tools.

We are seeking an Administrative Assistant with 2-3 years of experience, who is a detail-oriented project manager and problem-solver. Experience working at a consulting firm and/or in marketing, politics, journalism and related fields is a plus.

## **JOB DESCRIPTION**

This position offers a great opportunity to break into a leading, national communications firm with great clients and a meaningful mission. Hattaway Communications offers an exciting, fast-paced environment that puts a premium on learning, innovation and impact.

We are looking for a team player with a good sense of humor and commitment to excellence. Attention to detail is critical, as you will help manage project logistics and workflow from intake to exit, and meet the administrative needs of senior staff members.

The ideal candidate will be experienced in handling a wide range of administrative and project support tasks, and will be able to work independently. The administrative assistant must be exceedingly well organized and enjoy the administrative challenges of supporting a small office of diverse people and programs.

We're looking for someone who can interact professionally and collegially with staff at all levels in a fast-paced environment, sometimes under deadline pressure, while remaining flexible, proactive, resourceful and efficient. A high level of professionalism and commitment to confidentiality are crucial to this role. Expert written and verbal communication skills, strong decision-making ability and commitment to quality are equally important.

## **MUST HAVE:**

- 2+ years experience in administration and project management
- Excellent calendar management skills, including the coordination of complex meetings and travel
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook as well as Google Mail and Calendar
- Experience managing travel arrangements

**THE ADMINISTRATIVE ASSISTANT WILL:**

- Be responsible for intensive calendar management, requiring interaction with both internal and external executives, assistants and consultants, to coordinate meetings
- Answer phones and direct incoming calls to appropriate parties promptly and politely
- Manage incoming and outgoing electronic communications on behalf of the team
- Assist project teams with preparation of presentations and materials
- Review and summarize reports and documents
- Prepare documents and outgoing mailings (print and electronic), as necessary
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Book travel arrangements and schedule meetings for senior staff

Please send cover letter, resume and salary requirements to: [settleson@verizon.net](mailto:settleson@verizon.net), subject line: HC Administrative Assistant.

No phone calls, please.