

Executive Assistant

Brownstein Hyatt Farber Schreck is looking for a highly accomplished administrative professional with Congressional experience to perform administrative duties for individuals within our policy management team.

Responsibilities include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; and client relations. We are seeking an individual with strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required and experience within a Lobbying firm is a plus.

Essential Job Functions:

- Prepare the daily schedule for the Shareholders
- Schedule Staff meetings
- Make all reservations for air travel, ground transportation and lodging
- Prepare detailed itineraries including important number locations and contact names
- Submit expense reimbursements
- Review mail
- Handle all written correspondence
- Ensure that Shareholders are provided with all briefing materials for meetings and events by coordinating with event participants
- Monitor incoming telephone calls, take messages and return calls as requested
- Place outgoing calls and maintain record of calls
- Maintain files, including notes and correspondence
- Organize documentation and materials for Shareholders
- Act as a liaison for Clients
- Maintain a good working relationship with the Assistants and other Shareholders
- Work well under pressure
- Work a flexible schedule (some OT required)
- Perform other duties as required

Skills and Knowledge required:

- Minimum of 5 years administrative experience
- Strong telephone skills
- Strong oral and written communications skills
- Ability to exercise discretion and independent judgment with respect to prioritization of and recommendations of appointments
- Strong computer skills
- Ability to handle multiple assignments and meet established timelines
- Must be a superb communicator, both orally and in writing
- Legislative experience a plus

Please direct all resumes and inquires to the attention of Portia Williams, Office Administrator, via email at pwilliams@bhfs.com .