

Job Title: Office Manager/Administrative Assistant

Company Overview and Position Summary: MAD Scientist Associates, LLC is a full-service ecological and wetland consulting firm. MAD provides clients with a high level of expertise in wetland science, ecological site characterization, wetland and stream restoration, permitting, and environmental impact assessment. We deliver accurate, complete, and timely data that can streamline the environmental compliance process and allow clients to make better-informed and more sustainable land use decisions. We develop innovative, site-appropriate restoration designs, including construction and planting plans, and also offer related support services such as construction oversight, planting, monitoring and invasive species management.

MAD Scientist Associates staff members strive to *Make A Difference* through use of good science, attentive customer service, and effective communication and public education. Our goal is to help our clients enhance the communities in which they do business. We seek to hire a highly motivated and energetic person to serve as an **Office Manager/Administrative Assistant**. In this role, you will support the CEO and project management staff by performing a variety of assignments, including office administration, reporting, research, invoicing, onboarding tasks, and event planning. Additionally, you will collaborate with staff to support marketing, human resources, and provide accounting/payroll functions in a respectful team environment and be involved with many areas of our growing consulting firm. This position is currently a part-time position (15-20 hours per week), but it could grow into a full-time position over time. Learn more about our services [here](#) and gain greater insights into our company culture by reviewing our [core values](#).

Primary Responsibilities:

- Provide administrative support to CEO and project managers
- Exhibit polite and professional communication via phone, e-mail, and in person
- Provide marketing support
- Perform human resources and payroll support
- Ensure security, integrity, and confidentiality of data
- Attention to detail with excellent spelling, grammar, and proofreading skills
- Oversee and manage office supplies and other inventory
- Maintain and organize office records
- Ensure operation of office equipment by completing preventive maintenance and calling for repairs
- Perform other duties as assigned and be flexible when schedules/duties change to meet deadlines

Education and Experience Requirements:

- Associates Degree, Bachelor of Science Degree, or commensurate experience
- Proven office management, administrative, or assistant experience
- Knowledge of applicable software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint, Adobe Acrobat DC, Google Workspace, QuickBooks, and Mail Chimp
- Valid driver's license and current automobile insurance

Desired Skills and Qualifications:

- Excellent verbal and written communication
- Attention to detail
- Basic accounting knowledge
- Organizational effectiveness
- Time management
- Analyze and report data
- Professionalism
- Problem solving
- Initiative
- Adaptability
- Teamwork
- Lifelong learner
- Ability to lift up to 15 pounds as needed
- Prolonged periods sitting at a desk and working on a computer
- Interest in and general understanding of environmental science
- Experience in environmental or related consulting industry

Salary and Benefits:

- Competitive wage commensurate with experience
- A professional but fun, casual, and often exciting work environment!

In a small business like ours, every team member is essential to our success and valued for their contributions to it. If you want to work WITH a company, not simply for one, we encourage you to contact us today!

MAD is an Equal Opportunity Employer and woman-owned small business. We encourage qualified minorities, females, and veterans to apply. We offer a competitive salary, a fun and fulfilling company culture, excellent professional development opportunities and, for full-time staff, a comprehensive benefit package including medical and dental, retirement savings plan with employer contributions. To apply send resume and cover letter to: info@madscientistassociates.net.