



BUILDING KNOWLEDGE, UNDERSTANDING, AND TRUST.

VACANCY ANNOUNCEMENT OFFICE MANAGER

The TJC Group is seeking an Office Manager (OM) who will be responsible for the day-to-day administrative operations of a growing consulting firm. The OM will report to the Special Projects Manager and will support the entire staff. Salary will be commensurate with education and experience.

The TJC Group is a Baton Rouge consulting firm specializing in Stakeholder Engagement - helping clients engage with and connect to their stakeholders to build knowledge, understanding, and trust. Specific services are:

- Communications
- Governmental and Regulatory Affairs
- Community Engagement
- Community Advisory Panels / Councils
- Association Management and Support

The TJC Group is a diverse team of stakeholder engagement and communication professionals with on-point career histories and exemplary track records. For information on the company, visit our website at thetjgroup.com.

JOB RESPONSIBILITIES

- Provide administrative support to the TJC Group's staff to ensure efficient office operation.
- Write and edit documents, including letters, reports, and instructional documents.
- Write detailed meeting minutes for community advisory panels (CAPs).
- Manage incoming mail and packages.
- Prepare and make bank deposits.
- Association management support.
- Coordinate communications, including taking calls, responding to emails, and interfacing with clients.
- Assist in populating CRM systems and maintain contact lists through this system.
- Maintain office supply inventory and general office organization.
- Managing archives.
- Keep ethics filings current.
- Manage associations and memberships.
- Maintain project information in project management system.
- Perform general administrative duties such as but not limited to; filing, photocopying, managing schedules, coordinating travel arrangements, scheduling appointments with internal and external parties, ordering supplies, sorting and distributing correspondence, and maintaining database records.

SKILLS AND QUALIFICATIONS

- Working knowledge of office equipment.
- Strong organizational skills with the ability to multi-task.
- Must have reliable transportation.
- Knowledge of administrative and clerical procedures and systems, such as Microsoft Office Suite, Google Suite, Constant Contact, Adobe Acrobat, CRM systems, and other firm specific software and hardware.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent education required.
- Associate degree or greater required. Some business certifications might be accepted as equivalent.
- 3 years minimum of administrative experience.

HOW TO APPLY

Submit your resume to olivia.gulino@thetjgroup.com