



## Job Opening

<b>Title</b>	Executive Assistant
<b>Classification</b>	Full-time employment; nonexempt from overtime
<b>Reports to</b>	Director of Administration
<b>Summary</b>	The executive assistant provides high-level administrative support to the president, CEO, and finance and administration team; supports meeting planning, note taking, and logistics; processes, organizes, files, and retrieves information; provides general office support; and maintains confidential and sensitive information on behalf of the firm.

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## Essential Duties

- Provides administrative support for the president, CEO, and finance and administration team, including scheduling meetings, preparing meeting materials, taking notes, coordinating travel plans, documenting expenses, and other clerical needs
- Provides high-level support to the firm's leadership team by preparing for and attending meetings, taking and distributing minutes, and tracking and monitoring deliverables while demonstrating high levels of accuracy, attention to detail, and confidentiality
- Communicates clearly and effectively, both orally and in writing, with staff, clients, and guests regarding schedules; logistics for meetings of various sizes with various needs; and administrative support to meet the operational needs of the firm
- Provides valuable support for staff by setting up the meeting spaces, arranging technology and refreshments, and troubleshooting any potential technical issues and/or room conflicts
- Collaborates with others to plan special meetings and events, such as contacting venues and caterers, preparing and distributing handouts, and communicating with prospective attendees by phone, mail, and email
- Provides general office support, including filing, photocopying, scanning, processing mail, answering phones, and greeting visitors
- Maintains confidentiality of the firm's corporate paperwork and financials, exercising discretion based on the wide range of information this position encounters

## Characteristics of High Performance

- Collaborates and communicates well with staff and clients in a fast-paced environment with diverse people and projects, fostering a supportive, creative working environment for all PSC colleagues
- Demonstrates initiative, critical thinking, and sound judgment to generate ideas, work approaches, presentation of information, and issue resolution
- Manages workload effectively while engaged in multiple projects concurrently with high accuracy and attention to detail, seeking clarification when appropriate
- Seeks areas of personal growth and identifies steps toward success, including mentorship, ongoing learning, and professional development opportunities
- Is occasionally available beyond regular work hours as necessary to respond to staff and firm needs

## Qualifications

A high-school diploma or equivalent is required. An associate's degree in office administration or related field of study is preferred. Five years of experience in an executive assistant position or an equivalent combination of education, training, or experience that provides the following knowledge, skills, and abilities is required.

- Communicates effectively—both verbally and in writing—to clients and employees
- Deals competently with a number of tasks at one time and completes them in a timely and professional manner
- Works cooperatively with employees at all levels of the organization
- Has strong competency using the Microsoft Office suite, including Word, PowerPoint, and Excel
- Maintains thorough knowledge of integrated email and calendaring systems (e.g., Microsoft Outlook, Gmail, and Google Calendar)

## Work Environment

Public Sector Consultants has a flexible work location policy that allows employees the ability to work from a location that best meets their personal needs while also balancing the needs of the firm. Work is primarily performed indoors, with extended periods (approximately eight hours or more a day) at a computer or on the telephone. The nature of the work has frequent interruptions and requires contact with the public and clients, performance of repetitive tasks, and strong communication skills. While the employee may be required to work beyond traditional business hours, PSC strives for staff to maintain a healthy work-life balance.

## Compensation

- Salary commensurate with education and experience
- Eligibility for company profit share

- Competitive medical, dental, life, disability, voluntary vision, and voluntary legal insurance plans
- Company 401(k) contribution
- Paid time off granted upon start date
- Eleven paid holidays per year
- YMCA membership
- Parking pass for downtown Lansing

## To Apply for This Position

Submit a cover letter including your salary requirements and resume through the job posting on our website [www.publicsectorconsultants.com/careers](http://www.publicsectorconsultants.com/careers). All materials must be submitted as PDF or Word documents. Applications must be submitted by December 18, 2022. If you have trouble with the upload page or have questions about the position, please email: [humanresources@publicsectorconsultants.com](mailto:humanresources@publicsectorconsultants.com).

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## About PSC

Public Sector Consultants is a certified Women-owned Small Business and a Women's Business Enterprise, and we are committed to creating a space for all voices to be heard and understood. We have served hundreds of government agencies, nonprofits, associations, and regulated industries in our more than 40-year history. We take pride in our role as an independent, nonpartisan public policy consulting firm that is trusted, respected, and engaged in our community. We don't just follow best practice, [we create it](#). PSC strives for excellence in relationships with both clients and colleagues and was recognized as one of the *Detroit Free Press* Top Workplaces in 2020 and 2021, as well as a 2021 winner of Crain's Business Detroit Cool Places to Work contest. Since our founding in 1979, PSC has built a reputation as the consulting firm of choice for anyone working to better people's lives.

Our mission is to improve the quality of life for residents of Michigan and beyond through the development and implementation of innovative, actionable public policies.

## Why Join Our Team?

We know that employees want more than a job—they want to be part of a community. We offer opportunities to take on meaningful work, get involved in the community, grow professionally, and to learn from a diverse network of colleagues. Your time and talent make a difference beyond the office and extend into the community around you. For us, culture is a way of being, bringing our whole selves to work, and showing up for our colleagues—many of whom we call friends. We're more than the work we do, and we've all got social, emotional, and physical lives that flourish with a healthy work-life balance. At PSC, we understand that we benefit from the sum of our individual differences, self-expression, and life experiences. Our clients also benefit from having access to different perspectives and a broad range of problem-solving approaches. It's that rare place where you can be true to yourself and your passions while still working collectively toward an

important and common goal—making a difference for our clients and the people we serve. We foster openness and inclusivity, share triumphs, and cultivate lessons learned. The deep care and dedication we have for each other and our communities shines through in our unique personalities and commitment to a job well done. Want to know more? [Learn about](#) why PSC is a great place to work.

It is the policy of PSC to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Employees are selected based on ability or assessed potential to meet the needs of PSC and the specific job requirements as stated in the job description. In addition, PSC will provide reasonable accommodations for qualified individuals with disabilities.