



Chazin & Company

NONPROFIT ACCOUNTING AND FINANCE SOLUTIONS

ADMINISTRATIVE ASSISTANT (Full-time Position)

As a team member of Chazin & Company – a premier provider of virtual outsourced accounting services for nonprofit organizations – the Administrative Assistant will work closely with the Business Development/Sales (BD/S) team and the Administrative team to provide administrative support for the Business Development/Sales department and the Company.

Responsibilities of the Administrative Assistant:

- Respond to inquiries received to schedule meeting with BD/S team
- Respond to prospects and schedule introductory meetings with member of the BD/S team
- Coordinate logistics for conference attendance
- Draft and review proposals and letters of engagement prior to distribution
- Assist with the onboarding of new clients
- Maintain the BD/S portion of the CRM
- Create monthly / quarterly / annual sales reports for management review
- Perform various Company administrative tasks as needed. Tasks may include but are not limited to:
 - Creation and distribution of Company announcements
 - Maintaining staff recognition platforms
 - Assist with travel arrangements
 - Assist with new employee onboarding procedures
 - Answer incoming calls and coordinate company mail and shipping needs

Qualifications of the Administrative Assistant:

- Bachelor's degree, or an equivalent combination of education and experience
- Excellent written and verbal communication skills
- Demonstrated editing skills
- Excellent organizational skills and the ability to manage multiple projects at the same time
- Demonstrated independent problem-solving
- Experience working with a CRM system



Email

info@chazinandcompany.com



Phone

(301) 740-8841



Website

www.chazinandcompany.com

- Ability to foster collaborative relationships with key external stakeholders and can work effectively and respectfully with a diverse group of people
- Ability to work effectively and efficiently remotely and with a remote team
- Passion for the nonprofit industry
- An understanding of nonprofit organization operations and challenges is desired

Benefits:

Chazin & Company offers competitive salary and benefits: 401(k) matching, medical/dental plan, and PTO. We are a company committed to quality work, quality people and giving back to the community.



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