

REMOTE JOB OPPORTUNITY!

Job Title: Virtual Receptionist & Confidential Assistant
Reports To: Chief Programs Officer
Position Status: Permanent Exempt
Salary: \$75,962 annually
Schedule: Maxi-Flex (Core Hours 10am-2pm CST)
Travel: As Needed (<10%)
Duty Station: Remote (Anywhere, U.S. Only)
Benefits: Benefits eligible
Other: Enhanced Background Clearance
Announcement Closes: Open Until Filled
Email: hr@edmondcompliance.com (Subject: Virtual Receptionist)

Edmond Compliance Services Inc. is growing. We're looking for a Virtual Receptionist (Confidential Assistant). The incumbent shall perform a wide variety of specialized, complex, and **confidential** technical and administrative support work for an executive staff and related management, professional, and supervisory staff. Responsibilities require a high level of tact, discretion, and independent judgment as well as a thorough knowledge of organizational activities. For this role, a strong internet connection is required.

Duties & Responsibilities

- Provides administrative support performing duties of an advanced, complex, sensitive, and confidential nature; handles materials relating to fraud, embezzlement, misuse or other sensitive matters
- Assist and act in a confidential capacity to executive management who is responsible for formulating, determining, and implementing management policies in the area of fraud prevention and deterrence
- Interpret and apply policies, procedures, and regulations
- Provide prompt response to inquiries from both domestic and international clients, Federal oversight agencies, funders and other stakeholders
- Frequent contact with the public, as well as performing various research and budgetary support functions
- Develops and handles information materials related to collective bargaining activities, including spreadsheets, gathering information, correspondence, etc. in support of labor negotiations, grievance process, and contract administration
- Represents the company at meetings as assigned; acts as liaison between the staff or the public, coordinating resolutions when appropriate
- Maintains control of electronic files on matters in progress and expedites their completion
- Schedules and/or coordinates special meetings, seminars, conferences, and training sessions for staff; acts as meeting secretary including preparing agendas, and taking and transcribing minutes for partner meetings; serves on committees as assigned

Minimum Qualifications

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework or specialized training in business or secretarial science and five (5) years of administrative assistant, executive assistant, office management, or related experience or two (2) years of experience equivalent to Senior Administrative Specialist.

Knowledge, Skills, & Abilities

- Maintain confidentiality and discretion in handling and processing confidential information and data
- Organization and function of public agencies
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and related procedures
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment
- Basic principles and practices of journalism and public relations
- Business letter writing and the standard format for reports and correspondence
- Principles and procedures of financial record keeping and reporting, basic accounts payable, and purchasing
- Principles and practices of data collection and report preparation
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications
- Business arithmetic, financial, and statistical techniques
- Record keeping principles and procedures
- English usage, grammar, spelling, vocabulary, and punctuation
- Interpret and apply applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and organizational policies and procedures
- Perform responsible administrative support work with accuracy, speed, and with general supervision
- Provide varied and responsible office administrative work requiring the use of tact and discretion
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues
- Compose correspondence and reports independently or from brief instructions
- Understand and carry out complex oral and written directions
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Establish and maintain a variety of filing, record-keeping, and tracking systems

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

Licenses and Certifications

Possession of valid driver's license with a satisfactory driving record

Work & Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing company policies and procedures.