



Executive Administrative Assistant (May 2023)

Lux Company Overview

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national, and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD.

Position Description: Executive Administrative Assistant – Remote

Lux is looking for an experienced administrative assistant to support the executive team. Duties include managing agendas, scheduling meetings, documenting processes, and managing team deliverables and priorities. A successful candidate will have an excellent work ethic, organizational, problem-solving, and communication skills.

Must be in Eastern, Central or Atlantic time zone.

Primary Duties and Responsibilities:

- Provide multi-faceted administrative support and assistance to ensure effective use of executives' time and productive interactions with staff and the public.
- Manage executive schedules.
- Handle a wide range of administrative and support tasks and independently initiates and implements processes to manage projects, information, and people.
- Provide logistics, manage schedules, prepare meetings, and follow-up on tasks.
- Conduct research and prepare summaries and reports.
- Document processes and document editorial support.
- Update company communications.
- Develop positive and strategic relationships at all levels of the organization.
- Use discretion, judgement, and knowledge of the organization to facilitate activities.
- Maintain confidentiality.
- Be involved in various aspects of the company's work and support other duties as assigned.

Education, Skills, and Experience:

- Applicant should possess a bachelor's degree plus 5 years' experience or 8 years' experience in Executive Administrative and/or administrative projects.
- Excellent time management, organizational, and planning skills. Demonstrated comfort and success managing project responsibilities and timelines independently. Proactive and creative approach to addressing challenges as they arise.
- Commitment to excellent customer service and quality work products. High attention to detail.

Executive Administrative Assistant- Remote



- Demonstrated writing, editing, and proof-reading skills.
- Possesses strong command of the English language in oral and written form.
- Comfort working closely with government staff and willingness to work on-site as needed.
- Ability to obtain Public Trust security clearance.
- Excellent computer skills and proficient in the use of Microsoft Office (Word, Outlook, Excel, and Access), Google Workspace. Advanced experience and comfort with the use of information technology.

What We Offer

- A fun, dynamic working environment with an energetic and diverse team.
- An inclusive culture where everyone is welcome.
- Competitive compensation commensurate with experience.
- Medical, Dental and Vision coverage.
- Short- & Long-Term Disability in addition to Life Insurance (company sponsored).
- 401k Retirement Savings Plan through ADP (After 6 months of employment).
- Paid Time Off (PTO)- Full Time Accrual

Salary

57k-69k

EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

How to Apply

Interested candidates should submit a resume to HR@luxcg.com.

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