



BrightHouse, a business division of the Boston Consulting Group, is looking for part-time temporary Administrative Assistant for our Atlanta office. This position is customer service oriented and we aim to provide the best service possible. A positive attitude, willingness to help others and desire to be the best you can be every day is a must for this position. In this position, the Administrative Assistant will be working as part of a flexible team, providing general office support in a demanding fast-paced professional service environment.

#### BASIC JOB RESPONSIBILITIES:

- Coordinate logistics for internal meetings (conference room set-up, meals)
- Welcomes guests to the office and answer phones
- Composes correspondence and respond to a variety of inquiries
- Assist accounting team with various projects
- Arrange for courier services
- Provide backup assistance as necessary
- A willingness to take on new responsibilities as needed

#### BASIC JOB REQUIREMENTS:

- Less than 1 year of administrative or receptionist experience
- General knowledge of skill utilizing Microsoft office programs and Apple products
- Ability to work, as appropriate, with minimal supervision
- Position is part-time and temporary

#### KEY COMPETENCIES:

- Meticulous attention to detail and follow-through; perform tasks with high degree of accuracy and efficiency
- Excellent oral and written communication skills
- Organized and strong multi-tasking and time-management skills
- Demonstrates respect for all individuals at all times
- Strong service orientation in responding to customer needs
- Must be able to perform in a fast-paced, intellectually intense, service oriented environment

BrightHouse, a business division of the Boston Consulting Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable.

BrightHouse is an E-Verify Employer. [Click here](#) for more information on E-Verify.