

ADMINISTRATIVE ASSISTANT

Position Summary

ATREG is seeking a self-directed, collaborative team player with an entrepreneurship mindset to join its team as a full-time Administrative Assistant. The position reports to our CEO and is located at the firm's headquarters in Seattle, Wash. We are looking for the best and brightest administrative talent to coordinate and ensure the smooth running of all our office operations. A heavy emphasis of this position is on scheduling, travel logistics, and client billing. Other duties include sales, accounting, and marketing support as needed, as well as a wide range of administrative and executive support-related tasks.

ATREG specializes in helping companies dispose of infrastructure-rich advanced technology manufacturing assets, including semiconductor fabs, cleanroom facilities, and technology campuses in North America, Europe, and Asia.

Primary Responsibilities

- Provide high-level support to CEO
- Manage fast-paced and complex calendars
- Reach out to clients and prospects with marketing materials
- Register staff members for global conferences
- Provide general accounting support, including:
 - Create detail expense reports, invoices, and budgets
 - Monitor and reconcile credit card bills monthly
- Manage complex domestic and international travel logistics
- Plan and organize all team retreats and outings
- Order and maintain office supplies
- Liaise with building landlord, internal print shop, IT consultants, etc.
- Assist with other projects as assigned

Preferred Skills

- Extremely organized, self-directed, and detail-oriented
- Demonstrated ability to handle sensitive client situations
- Comfortable working under pressure and to tight deadlines
- Excellent verbal and written communication skills
- Highly skilled in Microsoft Office Suite (Outlook, Word, Excel, Powerpoint), Microsoft Dynamics, Concur, and QuickBooks

Qualifications & Experience

- College degree highly desirable
- 2+ years of office administration and administrative support experience (ideally with a technology company)
- Proven experience managing multiple streams of work and calendars for busy managers
- Experience with complicated travel coordination, event planning, and logistics highly desirable
- Foreign language skills a plus

How to Apply

ATREG offers a competitive salary (DOE) and benefits package. To apply, please send your one-page resume and one-page motivation letter to atreghr@atreg.com.

ATREG does not discriminate in employment opportunities, hiring and / or practices on the basis of race, color, ancestry, national origin, citizenship, age, physical or mental disability, medical condition, pregnancy, religion, gender, gender identity, marital status, sexual orientation, U.S. military status, political affiliation, genetic characteristics, or any other class protected by state and / or federal law.