



JOB POSTING

Personal / Administrative Assistant

IAP Government Services Group is a Columbus-based government contractor that provides turn-key project management for construction contracts. Our corporate offices are in downtown Columbus, overlooking Columbus Commons with a high walkability score to nearby restaurants and attractions to enjoy during lunch and after work.

We are seeking a full-time **Personal / Administrative Assistant** to the CEO to take on a variety of personal and business tasks to ensure that the CEO's office is organized and operating optimally. This position will be dealing with a lot of personal and business information and will be processing, correspondence, receipts, household and business information, handling mail, troubleshooting technology, and assisting a busy CEO in many aspects of day-to-day business. Confidentiality is a must. Other responsibilities include:

- Organizing meetings/events, schedules, travel, and staff/company events.
- Running the CEO's office to ensure continuity and seamless operations.
- Answering and responding to emails and telephone calls.
- Managing and organizing files, receipts, personal and company documents, etc.
- Greeting and communicating with office visitors.
- Generate reports, documents, schedules, etc.

The ideal candidate will possess the following characteristics:

- Excellent organizational skills to keep track of documents and items that may be misplaced.
- Great note taking skills and is self-motivated to make "to do" lists for the CEO and take on tasks on their own that are of their ability.
- Articulate and comfortable talking with a variety of stakeholders including business associates, coworkers, advisory board, government and private business contacts, and personal contacts.
- Ability to multi-task throughout the day based on schedules, changes, and business needs.
- Excellent communication skills both written and verbal with high emotional intelligence to communicate to same stakeholders as noted above.
- Insurable on automobile insurance and have a current, unencumbered driving license and willing to run personal and business errands.
- Comfortable handling both business and personal tasks.
- Experienced working with Microsoft Office Suite, business and mobile phones, and other software applications.

As part of the selection process, the candidate will be submitted for a background, credit, driving, pre-employment drug test and must pass with no issues. Job-related references need to be provided and proof of vaccination for COVID 19 is required.



Compensation and Benefits

- Competitive base salary based on experience.
- IAP offers a comprehensive benefits package including company's medical, dental, and vision insurances, and take advantage of voluntary benefits Paid time off for holidays, vacation and personal time.
- Opportunity to participate in the Company's 401-k plan.

PLEASE NOTE THAT WE ARE PARTNERING WITH GO-HR TO FILL THIS POSITION. Please send cover letter and resume to info@go-hr.biz. Any inquiries to IAP will be directed to GO-HR.

Innovative Architectural Planners is an Equal Opportunity Employer and does not discriminate based on military or veteran status or any other legally protected classification. This is a non-smoking, drug-free environment. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee.