

Administrative Specialist

Title: Administrative Specialist

Job Type: Part to Full Time Employee (24 to 40 hours per week)

Pay: DOE

Industry/Comparable Work Experience: 2-3 years minimum in Event Industry with knowledge in the PNW event industry or 2 years administrative or executive administrative assistant experience within the last 5 years

Education Level: Bachelor's Degree preferred

Vanguard Events is looking for an energetic, positive, hard worker to join our team. This position acts as a go between within the business to ensure the proper teams are connected for project completion, client deadlines and event needs. Tracking event and HR paperwork, scheduling and staffing our on-call team and assisting the team as needed.

Vanguard is small company, and as such, we require flexibility and drive in a successful candidate. We offer above average compensation, full medical and dental benefits (with full time employment) and paid vacations as part of our employment package. Persons with high achievement standards and a desire for excellence will be most valuable as part of our team.

This position requires an energetic and motivated person who has the following skills:

Duties and Responsibilities

- Assistant to CEO
- Staff scheduling
- Shipping and receiving support of all event linens and 3rd party vendor orders as needed
- Formatting of all branded communications internally and externally as needed
- Drafting budgets formats for events as needed
- Screen and direct all phone calls to appropriate team member, including fielding all sales calls for appropriate needs
- Maintaining and updating event to-do and task lists for each event (through Event Manager)
- Preparing meeting space for all team and client meetings
- Manage event files, keeping them updated with current orders and information as received
- Track event expenses on proper forms as needed
- General office support including basic Human Resource functions
- Scheduling (through management) and greeting building maintenance teams; including Crystal Springs Water delivery, Rambo Pest Control, MacDonald Miller HVAC Services, and others on an as needed basis
- Supporting event design teams in creating and maintaining master event activity and event entertainment files
- Supporting event design team in archiving and sorting off all event images into a searchable sourced database
- On-site event binder preparation
- Overseeing inventory and stocking of all office supplies, ordering and purchasing on an as needed basis to ensure availability
- Sending and receiving of all mail (ensuring timely delivery)
- Bank deposits and cash runs as needed
- All other duties as assigned

Required Skills

- Must be experienced in Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Must be dependable, enthusiastic, and energetic with the desire to work hard
- Ability to take initiative and prioritize tasks; excellent communication, organizational, time management, problem-prevention and problem-solving skills are essential

- Professional, neat appearance and demeanor
- Must have the ability to work well with others on a team
- Must be able to multitask well
- Hold valid Washington State Driver's License and have a good driving record

Desired Skills

- Human Resources background or experience
- Event industry experience

Physical Requirements

- Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance.

Job Considerations

- Must have a flexible schedule and be able to work nights and weekends if requested. Often events are scheduled around weekends and evenings. An open schedule is mandatory to the position

Vanguard Events

Vanguard Events is a team of incredibly talented and innovative professionals dedicated to achieving our clients' event production and planning goals. From creative direction, custom fabrication, enchanting entertainment and extraordinary event design, we are resourceful and conscientious, and we take great pride in creating authentic event experiences. Visit www.vangardevents.com to learn more.

To apply, please e-mail your resume and a brief explanation about why you would like to be a part of the Vanguard Events team to vangard@vangardevents.com. No phone calls please.