



**Job Title: Office Manager/Executive Assistant**

**Company:** EJP Consulting Group, LLC

**Location:** District of Columbia, but mostly a virtual position

**Job Type:** Full-Time, but flexible hours allowed; Part Time may be considered

**Salary:** Competitive Salary Range

**Reports To:** President

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**About Us:**

EJP Consulting, LLC (“EJP”) is a dynamic and growing firm specializing in consulting services that promote healthy and sustainable communities. EJP is a national leader in providing consulting services to public housing authorities, cities, real estate developers, and HUD. We are seeking a highly organized and proactive **Executive Assistant/Office Manager** to support our President and manage day-to-day office operations. If you’re a problem-solver with excellent multitasking abilities and thrive in a fast-paced environment, we’d love to hear from you!

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**Key Responsibilities:**

As an **Executive Assistant/Office Manager**, you will:

- **Executive Support:** Provide direct support to the President by managing schedules, coordinating meetings, handling travel arrangements, and other assignments as needed.
- **Office Management:** Oversee daily office operations for virtual office with staff in multiple states.
- **Administrative Tasks:** Handle correspondence, prepare reports and presentations, and maintain digital filing systems.
- **Calendar Management:** Organize and prioritize appointments, meetings, and events for executives, ensuring they are prepared and on schedule. Attend and document meetings as requested.
- **Travel Arrangements:** Book and manage travel itineraries, including flights, accommodations, and transportation, while ensuring cost-effectiveness and efficiency.
- **Event Planning:** Assist with organizing annual company retreat, weekly staff meetings, client events, and team-building activities.

- **Financial Assistance:** Handle basic bookkeeping duties such as expense reports, invoicing, and managing office budgets in collaboration with the finance team.
  - **Contracts Management:** Monitor contracts for compliance with billing, insurance requirements, reporting and deliverables; develop/refine contracts management system.
  - **Communications:** Act as a point of contact for clients, vendors, and partners, handling inquiries and communications with professionalism.
  - **Marketing Support:** Track and monitor sales leads, assist with proposal preparation, production and delivery.
  - **HR Support:** Assist with onboarding new employees, maintaining employee records, and coordinating staff meetings.
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### Qualifications:

- **Experience:** Experience as an office manager, executive assistant, or personal assistant, preferably in a consulting or professional services environment preferred. However, recent graduates are encouraged to apply.
  - **Education:** Bachelor's degree in business administration or a related field is preferred but not required.
  - **Skills:**
    - Strong organizational and multitasking abilities.
    - Excellent written and verbal communication skills.
    - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
    - Ability to handle sensitive information with discretion.
    - Detail-oriented and able to manage multiple priorities in a fast-paced environment.
  - **Professionalism:** Demonstrated ability to interact with high-level executives, clients, and vendors.
  - **Problem-Solving:** Proactive in identifying potential issues and offering solutions to ensure the smooth operation of the office.
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### Why Join Us?

- **Collaborative Environment:** Work alongside a team of professionals passionate about what they do.
- **Career Growth:** Opportunities to expand your role and take on additional responsibilities as we grow.
- **Work-Life Balance:** We value a healthy work-life balance and provide flexibility when needed.

- **Virtual Environment:** Opportunity to work in a virtual office, with minimum requirement for in-person meetings.
  - **Competitive Compensation:** We offer a competitive salary and benefits package, including health allowance, retirement plans, profit sharing, bonuses, paid time off, and tuition reimbursement.
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#### **How to Apply:**

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to [moore@ejpconsultinggroup.co](mailto:moore@ejpconsultinggroup.co) with the subject line **“Personal Assistant/Office Manager Application.”**

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EJP Consulting Group, LLC is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.