

Administrative Assistant

Founders Advisors is a boutique investment banking firm, based in Birmingham, Alabama, serving lower middle-market companies. Our work includes sell-side and buy-side M&A and general corporate strategic advisory services. Our entrepreneurial and value-focused work environment thrives on each team member's contribution toward our corporate goals of serving our clients with excellence and integrity, developing our team both personally and professionally, and bettering our community.

We are currently seeking to fill an Administrative Assistant position. This position will work under the Firm Administrator, and assist her with a variety of administrative tasks, project management, and research (for decision making). The Assistant must have a servant's heart, be detail-oriented, be proactive and self-motivated, exhibit exceptional organizational skills, be efficient and well-rounded, be a good listener and communicator, and be adaptable in an atmosphere of shifting priorities.

Job Duties & Responsibilities

- Answering Phones and Receiving Guests,
- Clerical tasks like organizing, filing, and preparing correspondence,
- Data entry for contact management system and operational reports,
- Maintaining the cleanliness of conference rooms and common areas,
- Research and gathering information for decision making,
- Efficient management of technology like phones, computers, etc.,
- Manage inventory of office supplies,
- Real-time coordination of active calendars, and
- Assist in making travel arrangements

An ideal candidate will possess:

- At minimum an Associate Degree preferred, but not required
- Administrative experience preferred, but not required
- Effective organizational, communication, and interpersonal skills
- Project management and multi-tasking skills with a keen awareness for timelines
- A proactive work style and the desire to work in a dynamic environment
- IT literacy and the ability to trouble-shoot technical problems
- High proficiency with Microsoft Office is a must

Please submit resumes via email (careers@foundersib.com). You can learn more about Founders Advisors by visiting our website at www.foundersib.com.