



OFFICE ADMINISTRATOR / ADMINISTRATIVE ASSISTANT

Sustainable Water, located in Glen Allen, VA, is currently searching for an Administrative / Executive Assistant to assist in general business administration and office managerial tasks. This is currently a part-time position that has the potential to evolve into a full-time position. Pay is commensurate based on experience.

APPLICABLE FIELDS/DISCIPLINES: *Business Administration / Office Management / Executive Assistant*

RESPONSIBILITIES:

- Maintain company sales / business development CRM database
- Assist in the producing financial reports & reconciling bank statements
- Customer service & reception
- Coordinating travel logistics / scheduling client meetings
- Proofreading / document preparation
- General administrative / office management work

REQUIRED QUALIFICATIONS:

- Associates Degree or equivalent experience
- Proficiency in Microsoft Office Suite (Word, Outlook, PowerPoint, Excel)
- Strong writing and communication skills
- Strong research and problem-solving skills
- Established work ethic & ability to prioritize
- Work in a team environment
- Self-driven
- Willingness to grow and learn

PREFERRED QUALIFICATIONS:

- Experience in a water-related industry
- 3+ years of experience in an administrative related position
- Experience with finance management (bank reconciliations, QuickBooks, etc)
- Experience coordinating email communication outreach efforts (Mail merge tools, MailChimp)
- Experience/proficiency with database management (FileMaker, Access, SQL, etc.)

Sustainable Water is a leading provider of district-scale, decentralized water reclamation and reuse solutions across the United States. We develop turn-key, ecologically engineered water reuse projects in institutional, commercial, industrial and governmental market sectors. Our reuse solutions minimize risk, maximize financial savings and enhance environmental stewardship. Our mission is to introduce a new paradigm in sustainable water management for current and future generations. For more information, please visit our website www.sustainablewater.com and view our company brochure www.sustainablewater.com/brochure.

If you like a challenging work environment, and you are interested in this position, please send your resume and cover letter to careers@sustainablewater.com.