



JOB DESCRIPTION

Title: Executive Administrator

Reports To: Business & Accounting Director

FLSA Status: Nonexempt

Position Summary

Information Insights is seeking a full-time Executive Administrator to join our team. We welcome candidates who excel in a collaborative work environment and are able to maintain positive, professional relationships with coworkers, clients, and subcontractors. A strong attention to detail and a commitment to creating high quality work product are highly desired. This position is responsible for carrying out the day-to-day operations of the office, supporting administration of consulting and project work, supporting business and human resources functions, and keeping corporate filings current. This position provides a unique opportunity to be part of a collaborative company-wide effort to develop, organize, and maintain systems that will advance the company into its next 25 years of providing quality consulting.

About Information Insights

Information Insights provides research-based consulting, planning, and business services to clients throughout rural and urban Alaska and occasionally beyond. We have over 25 years of experience expanding our clients' capacity to fulfill their objectives through custom research and impartial analysis, strategic and business planning, public outreach and engagement, facilitation services, and administrative and program support. Our clients are municipalities, tribes, state and federal agencies, nonprofit organizations, and businesses of all sizes.

We believe the best solutions emerge when people are brought together with common goals and clarity, especially in a world that is always changing.

Our approach matches best practices and depth of knowledge with creativity and vision to develop the best solutions for our clients. We assemble a custom team for each project and tailor the process to fit the project scope. We frequently collaborate with a range of professional partners who are experts in their fields to bring in additional expertise when it benefits the project.

Our staff bring in-depth knowledge of Alaska history, cultures, and communities to all projects. We seek to bring people together to identify concerns, articulate shared values, and work toward achievable solutions. Our team includes individuals with academic and professional backgrounds in applied economics, communications, planning, organizational development, nonprofit administration and accounting, and grant management.

We welcome candidates who thrive in a dynamic work environment where no two days are exactly alike, and there is always something new to learn.

General Responsibilities

Business Administration

- Ensure annual filings, licenses, and memberships are complete and current (e.g. business licenses, corporate biennial report, SAM, etc)
- Review, acquire, and maintain company insurance policies
- Assist with preparation for annual company Board of Directors and Shareholders meetings
- Participate in the development and maintenance of administrative policies and procedures
- Provide as-needed logistical and administrative support including scheduling group meetings, maintaining calendars, doing research, assisting with creating reports
- Coordinate logistics and travel for staff gatherings and trainings
- Work with consultants on updates or changes as needed to the firm's offered services

Office Management

- Maintain and update inventory log of hardware and equipment
- Maintain and update log of all software, subscriptions, account login information
- Act as the primary point of contact for vendors, contractors, and utility providers
- Manage office layout planning, office moves, and maintaining office furniture / equipment
- Manage and maintain IT infrastructure, systems, and subscriptions, and troubleshooting technology issues in collaboration with IT contractor
- Identify opportunities for process and office management improvements; design and implement new systems
- Maintain company paper and electronic files in compliance with records retention requirements
- Purchasing and maintaining stock of office supplies
- Receive and sort incoming mail and deliveries, and manage outgoing mail

Human Resources

- Coordinate and maintain employee benefits including health insurance, vision insurance, leave, holidays, retirement
- Support recruitment and hiring processes including posting jobs, tracking applications, scheduling interviews, preparation of interview materials, logistics support for hiring committee
- Facilitate employee check-in and performance review processes by maintaining schedule, preparing review documents, and providing Management Team with relevant employee details
- Review employee timesheets, import into accounting software; coordinate with bookkeeping contractor on payroll and invoicing schedule and review

Contract and Project Administration

- Assist with client and subcontractor paperwork and documentation
 - Preparation of client professional services agreements and completion of relevant documentation and forms
 - Preparation of subcontractor professional services contracts and completion of relevant documentation and forms
- Update project budgets weekly with expenses and staff hours
- Assisting consultants and project staff as needed with travel arrangements, event logistics, and other project support needs

Professional Qualifications

The following are required:

- 5+ years of prior work experience in office management, business administration, or human resources
- High School diploma or equivalent
- Experience with successfully administering or managing a small office
- Demonstrated commitment to professional and respectful workplace communication
- Strong problem solving and analytical skills
- High level of proficiency with Microsoft Office and Google Workspace applications
- Experience handling sensitive or confidential information

The following are preferred (important but not required):

- Associate or Bachelor degree from an accredited institution in Business Administration, or related field
- Experience with human resources (recruitment, retention, documentation)
- Prior experience with developing systems, procedures, and policies
- Experience with contract management

Additional Job Information

Employees must also possess the following abilities:

- Ability to adhere to safety rules and other reasonable regulations pertaining to the position.
- Ability to refrain from violence.
- Ability to work in cooperation with other workers within the organization.

Company Culture

At Information Insights, we are committed to doing the “forever work” of fostering a diverse and inclusive workplace with a culture where everyone feels valued and has the opportunity to thrive, recognize and evaluate our privileges and biases, and explore ways to hold ourselves accountable to our values and mission. We engage in Diversity, Equity, Inclusion, and Justice, Team Building, Cultural Awareness, and Leadership Development.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with their hands and arms and lift items weighing up to 20 lbs. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required.

The mental demands of this position require the employee to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure. Requires interaction and communication with survey or focus group participants, meeting participants during facilitation projects,

grant funders and recipients, current/prospective clients, project partners and subcontractors, and professional colleagues. This position includes the need to regularly learn new process tools and software/applications to complete project work, and requires employees to absorb large amounts of information at the outset of a project.

Information Insights is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical and mental disabilities.

Work Environment

This position is performed in a dynamic, small office setting with an open layout. Remote work is supported but not required. We require Fairbanks-based staff to work at least partially in the office to promote collaboration and company culture, but this schedule and frequency can be negotiated on an individual basis. Remote staff are required to travel to Fairbanks up to 4 times per year to attend all-staff training or workshops. Out of state employment is rare and considered on a case by case basis.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The scope of the job may change as necessitated by business demands.

Information Insights is an Equal Opportunity Employer.

information insights
vision + creativity = solutions