

**Administrative Manager – Salary, Exempt  
Starting at \$55,000.00 per year, DOE**

**Submit Resume and Letter Interest to: [Service@Foresight-SC.com](mailto:Service@Foresight-SC.com)**

Foresight is a Northwest-based, national security consultancy offering holistic, proactive risk mitigation solutions to our clients. We are committed to improving the physical and psychological safety of the colleges and universities, small businesses, corporations, media groups, and high net-worth individuals we support. Our guiding values of listening, trust, and excellence consistently anchor the work we do. Foresight helps clients develop effective and sustainable strategies to prevent and manage threats to people, infrastructure, assets, and brand. We leverage subject matter expertise, smart tools, and a global professional network to deliver the highest level of service, every time.

Foresight Security Consulting is looking for an experienced and engaged Administration Manager to supervise daily administrative operations in our growing company. Successful candidates will be self-starters with excellent communication and organizational skills, a proven ability to pivot quickly and meet a diverse range of competing priorities. This position will be responsible for assessing and developing efficient procedural workflows and supporting a complex team. The most successful candidates will genuinely enjoy, and excel at, carrying out the responsibilities of this position and demonstrating the skills listed below.

**HR Specific Skills**

- Extensive knowledge of the principles and practices of employee relations.
- Skills in coaching and employee development.
- Skill in communicating with a variety of people; answering questions; and explaining information, regulations, and decisions.

**Responsibilities**

- Assist with recruiting qualified staff, facilitate and manage new employee on-boarding, develop position descriptions.
- Monitor and assess staff performance; ensure staff meet established goals, objectives, and target dates.
- Develop and define administrative staff responsibilities and duties
- General knowledge and experience with the principles and practices of business administration.
- General knowledge of the methods and techniques of organizational research and analysis.
- Ability to apply tact and diplomacy to gain cooperation of others
- In-depth understanding of office management procedures and legal policies
- Familiarity with financial and facilities management principles
- Proficient in MS Office

- A detail-oriented and analytical mind with problem-solving skills
- Excellent organizational and multitasking abilities
- A team player with leadership skills
- Perform the full range of duties, working independently, applying well developed subject knowledge, and exercising sound judgment and initiative.
- Receive occasional instruction or assistance as new or unusual situations arise.
- Fully aware of the operating procedures and policies within the work unit.
- May exercise functional and technical supervision over staff.

### **Administrative Responsibilities**

- Continuously plan, coordinate, and oversee administrative processes to ensure procedural efficiencies.
- Prepare and/or review comprehensive reports from various sources for Executive team. Reports may include moderately complex statistical and financial reports.
- Manage and monitor staff schedules, deadlines, tasks, and workflows to ensure customer and executive team's needs are effectively met.
- Ensure operations adhere to company policies and state regulations.
- Perform new customer and client facing functions to include answering the phone, taking detailed messages, and referring inquiries to the appropriate personnel.
- Monitor, organize and track business expenditures including office supplies and equipment; maintain purchasing and inventory records, process purchase requisitions; and resolve errors to assist with budget projections.
- Process, organize and track personnel, payroll, accounting and purchasing information and documentation.
- Coordinate and schedule meetings, staff calendars/schedules, trainings, and conferences; provide administrative support for one or more managers and/or assigned staff.
- Perform a wide variety of moderately complex office support tasks including filing, billing, copying, and data entry.
- Perform open-source intel information gathering; summarize and compile facts into written documentation or oral reports for Executive team evaluation and review.
- Receive, sort, and distribute incoming correspondence; Assist in completing required applications and permits. Respond to subpoenas or other inquiries as requested.
- Perform other duties as assigned.

### **Preferred Qualifications**

1. Bachelor's degree in business administration, public policy, law, or related field.
2. Professional association affiliation (SHRM or others)

### **Minimum Education, Certification, License, and Skill Requirements**

1. High School Diploma and 7 years of related experience, or
2. Associates Degree and 5 years of related experience.
3. High proficiency with MS Office (Excel, One Drive, Word, Teams)

### **Benefits**

1. Competitive Wages

2. Excellent health, dental, and vision benefits
3. Opportunity to participate in a company sponsored 401K

### **Work Environment**

The Administrative Manager generally works remote from their own home. Occasional travel for meetings and activities may occur in the evening or occasional weekends.

### **Physical Requirements**

1. Frequent reaching, handling, finger dexterity, talking and hearing.
2. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period.
3. Hearing and speech to communicate in person or over the telephone.
4. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.
5. Strength: Light– Exert force to 5-10 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.
6. Foresight Security Consulting is an equal opportunity employer.

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