



152 MIDDLESEX TURNPIKE
BURLINGTON, MA 01803

P 781.222.5120
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WWW.CSL-CONSULTING.COM

Administrative Assistant – Operations/HR

CSL Consulting, LLC is seeking an individual with strong technical and interpersonal skills who can effectively communicate and coordinate with the CSL project management and mitigation staff as well as clients. This candidate should demonstrate a history of working in an administrative assistant role. This position is based in Burlington, MA and will report to the Assistant Operations Manager.

Company Culture

At CSL, we focus on hiring and training the most talented professionals in the industry and providing a rewarding work environment with emphasis on quality of life. Our firm values personal and professional development, as well as team collaboration. Ideas are generated, shared, and employees are empowered to fulfill their responsibilities, and encouraged to take initiative in making a positive impact on the company.

Primary responsibilities will include, but not be limited to:

- Meet and greet clients both on the phone and in the office in a friendly and courteous manner.
- Coordinate company events including company meetings and new hire lunches.
- Assists Operations with the support of the day-to-day corporate IT and Telephone services including cell phones, computer setups, copy machine maintenance.
- Maintain and order company supplies including general office, kitchen, merchandising (jackets, shirts, etc).
- Manage Partners and other Executives calendars
- Provide administrative support to Partners and Executives
- Assists with new hire on-boarding
- Assist with the scheduling and coordination of candidate interviews. Acquire sufficient knowledge of operations responsibilities to serve as a secondary resource for CSL.
- Assists/ supports Operations with all other on-going projects/ initiatives as needed for the company's three offices.
- Takes ownership of other tasks assigned by a Principal, Executive or Assistant Operations Manager.

Display a strong aptitude of the organizations core competencies which include:

- Situational Adaptability - Adapting approach and demeanor in real time to match shifting demands of different situations.
- Managing Complexity - Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- Judgement - Making good and timely recommendations/decisions that keep the project and organization moving forward.
- Collaborates - Builds partnerships and works collaboratively with others to meet shared objectives.
- Manages conflict - Handles conflict situations effectively and professionally.
- Builds relationships-Effectively building formal and informal relationships inside and outside of the organization.
- Communicates effectively-Develops and delivers multimode communications that convey a clear understanding of the unique needs of the audience.
- Takes Initiative - Takes actions that will improve effectiveness and efficiency of team and project.
- Improves work process - Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- Ensure Accountability - Holding self and others accountable to meet commitments.



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- Drive Results - Consistently achieving results, even under tough circumstances.
- Instills trust-Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Minimum Requirements

- 1-3 years of experience in an administrative assistant role with similar responsibilities, or a professional degree from an accredited university.
- Self-starter, energetic, enthusiastic.
- Excellent written and verbal communication skills.
- Computer proficiency with Microsoft, Sharepoint, Outlook, MS Teams, Word, Excel and PowerPoint software platforms (NetSuite, Blue Beam, Adobe, aplus).
- Ability to follow up and follow through on given tasks.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.