

# Part-time Administrative Assistant Needed

---

A management consulting firm in Northeast Atlanta is looking for a part-time Administrative Assistant to join their team. Ideal candidates will have 1-2 years' experience in an administrative role. The position provides essential support to the consulting team while playing a central role in servicing the firm's clients and operations on a daily basis.

This position would work approximately 25 hours per week – possible 9 to 3 four days per week.

## Responsibilities include:

- Communication with clients regarding scheduling and projects
- Work with consultants to support operational needs of the business and assist in ongoing projects
- Respond to general inquiries regarding firm activities and operations
- Schedule client meetings, answer phones, and develop relationships with clients
- Work with the partners to prepare for meetings
- Type emails and letters, mail correspondence to clients, and maintain spreadsheets in Excel
- Perform other job-related duties and/or special projects as required

## Requirements

- Excellent MS Office skills (Word, PowerPoint, Excel)
- Strong organizational skills and work ethic
- Excellent relationship and team skills
- Ability to organize tasks, manage time and prioritize projects
- Social media and website maintenance experience a plus
- Light accounting background a plus but not a requirement



Compensation \$12 to \$18 per hour depending on skills and experience

**Interested Applicants should send a resume and cover letter  
to Bianca Wirth at [bwirth@turknett.com](mailto:bwirth@turknett.com)**