



acelestino@lincolnpm.com

Administrative Assistant

OFFICE LOCATION: Washington, D.C.

Job Description:

LINCOLN is seeking a detail-oriented Administrative Assistant to help oversee the day-to-day administrative duties in our fast-paced office.

Position responsibilities include, but are not limited to:

- Supporting several project managers with project set-up, project accounting and associated invoicing, and project administrative tasks;
- Data entry and tabulation;
- Formatting and production of technical reports and correspondence;
- Assist with maintaining and administering established health and safety culture and associated systems;
- Answering and distributing incoming calls, and interfacing with clients;
- Answering the door, and distributing mail;
- Organizing meals and materials for in-house training sessions, client meetings, and staff meetings;
- Limited support making travel arrangements for staff;
- Supporting project managers and task managers with equipment procurement and return;
- Supporting staff with timesheet and expense report entry;
- Limited IT support consisting of interface with corporate IT to maintain local server;
- Procurement and maintenance of office supplies; and
- Maintenance of office machines, furniture, and facility.

The successful candidate will have:

- Demonstrated accounting or bookkeeping experience;
- Demonstrated strength and proficiency with Microsoft Office applications (Outlook, Excel, PowerPoint, Word, Project);
- Strong written and verbal communication skills;
- Superior client service



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- Excellent organizational, time-management, and multi-tasking skills; and
- Great attention to detail.

Candidates with the following skills/experience are encouraged to apply:

- Prior experience with accounting software.
- Familiarity with technical reports and production of same.
- A can-do attitude.
- Ability and willingness to take on multiple tasks and collaborate with corporate division and accounting personnel in a fun, diverse office.

Required Qualifications

- 8-10 years (minimum) of office/administrative experience
- Bachelor's degree (Advanced degree preferred) or equivalent work experience in office administration and accounting