



One Hope Square
1901 Centre Avenue
Suite 202
Pittsburgh, PA 15219-4378

Cameron Professional Services Group, LLC (CPSG) has a variety of clients in the fields of community development, social services, construction and recruitment. Client are for-profit, non-profit and government agencies.

CPSG is seeking full-time Administrative Support. This is a great opportunity for a person that is organized, detailed and proactive. This position requires detailed computer work with a strong emphasis on accuracy and meeting deadlines. Occasional evening and weekend work may be part of the job. The Administrative Assistant must sign a Client Confidentiality Agreement upon acceptance of employment with CPSG.

Position: Administrative Support (full-time):

Major Responsibilities:

- Maintaining schedule of staff, independent consultants and interns
- Effectively interact with clients, staff, independent consultants and interns
- Tracking client requests
- Coordinating the responses to Request For Proposal
- Tracking project's due dates and requirements (via Excel)
- Provide support on client projects (via Excel)
- Answering phones & scheduling appointments
- Processing company payroll
- Processing invoicing
- Updating Social Media outreach
- Other duties as assigned

Qualifications and Skills:

- Must possess at least a two-year degree or certificate from qualified trade school
- Extensive administrative experience
- Must be proficient in Microsoft Office programs, including Word, **Excel**, Outlook and Power Point
- Must be knowledgeable in QuickBooks
- Ability to multitask
- Detail-oriented and highly organized

The qualified candidate must be able to work independently in a fast-paced environment. Position reports to the President & CEO. Salary is commensurate with experience and includes a great working environment.

Interested candidates should e-mail their letter of interest, salary requirement and resume to: fcameron@cameronpsg.com. **No phone calls please**; candidates will be contacted for interviews.