

**TITLE**

Administrative Specialist

REPORTS TO

Maxient's Co-Owners (2)

HOURS

Full time. Monday through Friday, 9am-5pm, with occasional night/weekend responsibility

TRAVEL

Rarely

ABOUT MAXIENT

Maxient is the leading provider of conduct records management software for higher education. We fill a very specific but critical niche for student affairs departments at colleges and universities in the United States and in several international locations. Through 15 years of growth, we've built an incredibly loyal client base thanks to our dedicated staff and legendary customer support. Based in Charlottesville, VA, we are looking to expand our team locally.

THE REWARDS

We offer full health, vision, and dental benefits with employee premiums covered 100% by the company, a 401k with a 6% match, and approved professional development to help you grow your skills. Since we are a distributed workforce with team members scattered across the country, we also get together at least annually to team build in an interesting location. Monetary compensation is dependent upon the unique knowledge, skills, and experience you bring to the team. That said, we compensate our team members well, and reward hard work and outstanding performance.

LOCATION

While the successful candidate will work remotely from their home office, we are seeking someone who lives in or around Maxient's corporate headquarters of Charlottesville, VA. Close proximity is essential for tasks related to mail, banking, and notary services.

STATEMENT OF PURPOSE

We're looking to expand our staff with someone who will play an essential role in the day-to-day administrative operations of the company. Philosophically, we are seeking an administrative superstar who takes pride in always being one step ahead of the curve, whose organizational capabilities are nothing less than outstanding, and who thrives in an environment where a strong attention to detail is not just desired, but is an absolute necessity. No less important, we are seeking someone who works well with others and has a good sense of humor. Our goal is to identify a candidate who aspires to serve in this particular role with Maxient long-term. Because we all work remotely, the Administrative Specialist will need to be a true self-starter, who along with performing their normal day-to-day activities, also proactively identifies opportunities to improve processes.

RESPONSIBILITIES

While working at Maxient requires the ability to be professionally nimble and occasionally take-on additional/varying responsibility, the Administrative Specialist will primarily be expected to:

- Answer incoming telephone calls, triage and route to other team members in a friendly knowledgeable manner
- Help with basic bookkeeping
 - Generate and send invoices

- Process payments from clients and make bank deposits
- Follow-up on overdue invoices to ensure prompt payment
- Pick-up, sort, and send company mail
- Help maintain a client contract database

Additional Responsibilities include:

- Notarize documents
- Make travel plans for other team members, as needed
- Assist with the planning and coordination of various corporate events
- Assist with the drafting of correspondence, documents, and the preparation of presentation materials
- Complete various types of forms on behalf of the company
- Purchase various company supplies
- Manage aspects of the year-end client holiday card

QUALIFICATIONS

- Significant, progressive experience as an administrative/executive/virtual assistant, office coordinator, or similarly titled role
- General understanding of the landscape of higher education, with experience working on a campus being a nice bonus
- Significant prior experience with bookkeeping and billing
- A true love for logistics
- Experience with event planning
- Demonstrated professional experience providing outstanding customer service, particularly via telephone
- Proficient in and comfortable with commonly-used technology in the workplace (e.g., Microsoft Word, Excel, Adobe, QuickBooks, etc.)
- Strong writing abilities
- Relentless attention to detail and organization
- Keen understanding of the value of responsiveness
- Licensed Virginia Notary Public or willingness to become one

HOW TO APPLY

Apply online at <https://maxient.wufoo.com/forms/maxient-employment-application/>. We are fortunate to receive many applications every time we look to expand our team. Therefore, it's essential that you provide a cover letter that stands out and makes us want to interview you. Give us insight into your personality, and help us understand why you would be an excellent addition to our team. We will acknowledge your application with an email, but please refrain from making subsequent inquiries about your status. Time is of the essence. Application reviews will begin immediately and will be considered on a rolling basis until the position is filled. Our goal is to have this position filled within the next two months. All applications will be retained for future openings and revisited where we believe there might be a good fit. No recruiters/headhunters, and no phone calls.

Maxient LLC is an equal opportunity employer that does not discriminate on the basis of race, gender, religious affiliation, national origin, sexual orientation, gender identity, ethnicity, disability, or veteran status. All qualified candidates are encouraged to apply.