



**Job Title: Administrative Assistant**

**Reports to: Director of Operations**

**Schedule & work location:**

- Tulsa, OK
- Monday - Friday

The Administrative Assistant at Resolute is responsible for overseeing key administrative tasks, supporting client and executive needs, and maintaining office operations. This role plays an essential part in client engagement, internal processes, financial support, and HR administration. The ideal candidate is detail-oriented, thrives in a fast-paced environment, and has strong multitasking abilities.

**You will be responsible for the following areas:**

**Account Support**

- Maintain awareness of account activities and provide administrative support where needed.
- Manage delivery/pick-up of client items.
- Maintain up-to-date contact lists and support executive team in overseeing client engagement activities.
- Organize logistics for company events, such as the annual holiday party and employee engagement.
- Assist in preparing presentation materials.
- Manage contracts, including renewals and client onboarding, ensuring all documents are filed and accessible.
- Coordinate Resolute sponsorship fulfillment.

**Accounting and Expenses**

- Maintain and submit expense reports by set deadlines.
- Assist the CEO and serve as a liaison with account teams to prepare all documentation and expenses for monthly invoicing.
- Manage accounts payable, including processing payments, and ensure timely outgoing payments.
- Manage daily deposits and maintain records of payments.

**Executive Support**

- Assist the CEO in preparing for meetings, updating agendas, and coordinating logistics.
- Coordinate company contracts, renewals, and legal documents, working with the company attorney as needed.
- Manage executive calendar, ensuring meeting materials are ready in advance.
- Provide administrative support to business development tasks and software programs to ensure consistency and accuracy.

### **Office Management**

- Maintain office supplies and cleanliness
- Serve as first point of contact to greet visitors and incoming calls.
- Coordinate logistics for team events, annual retreats, and company travel.
- Manage office IT needs, including liaising with external tech support and coordinating cybersecurity training.
- Serve as the main point of contact for office maintenance concerns.

### **HR Support**

- Maintain HR files.
- Oversee employee engagement, including birthday and anniversary celebrations, track completion of reviews, and manage onboarding/offboarding processes.
- Administer benefits and provide support during open enrollment.
- Assist with recruitment, including scheduling interviews and maintaining potential candidate database.

### **Qualifications:**

- Minimum of 3-5 years of experience in an administrative or office management role.
- Strong organizational and multitasking skills.
- Proficient in Microsoft Office Suite, Box, and other office management software.
- Experience with invoicing, bookkeeping, or expense tracking preferred.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong customer service orientation and problem-solving skills.

### **You have the following attributes and interpersonal skills:**

- Able to be resourceful and develop creative solutions to problems that may arise
- Excellent written and verbal communication skills
- Strong attention to detail
- Able to prioritize multiple projects and deadlines
- Able to identify and break down more complex problems and provide creative solutions
- Strong analytical and problem-solving abilities
- Comfortable working in a fast-paced environment
- Able to work independently and collaboratively
- Strong organizational and multitasking skills
- Able to maintain a high degree of confidentiality internally and externally
- Additional skills requested - Spanish language

**Physical Requirements:**

- May need to lift and carry objects that weigh between 5 and 20 pounds on a regular basis, and occasionally up to 40 to 70 pounds or more.
- May need to sit at a desk for long periods of time
- May need to stand for 10% to 60% of their workday
- May need to walk for 10% to 40% of their workday, usually within the office
- May need to repeat the same movements
- May need to use their hands to handle objects, tools, or controls
- May also need to be able to stoop, bend, kneel, crouch, reach, and twist.

**Resolute Perks:**

- We offer competitive salary and benefit opportunities
- Hybrid work model
- Retirement plan with generous employer contributions
- Health, Dental, and Vision insurance
- 11 Paid holidays
- Unlimited PTO

**About Resolute**

Resolute is a full-service agency creating bold and purposeful public relations and marketing strategies. We are an established firm with a portfolio of diverse clients, ranging from small businesses to international brands and local causes. At Resolute, you have the opportunity to bring your unique voice and perspective to the table. We also believe team collaboration creates the best results for our clients. We want to push the boundaries, while being intentional and professional.

We love what we do, and we have fun doing it!

**Work Environment**

Resolute is a fast-paced environment that requires employees to be self-motivated, driven by deadlines and eager to ask questions. We have a lot to teach, but we need someone who is ready to learn. Resolute is all about teamwork. We work hard to support each other, encourage growth and cultivate trust so we can give our very best to our clients. Resolute's clients are diverse. You have to be a quick thinker and ready to switch from topics as diverse as education to technology to retail. It comes with time, but if you're willing to put in the effort, you will soon be bringing new ideas to the table!

**Interested? We're excited to hear from you!**

Send resumes to [nicole@resolutepr.com](mailto:nicole@resolutepr.com)

JOB TITLE: Administrative Assistant

REPORTS TO: Vice President, Operations

Direct Reports: N/A

STATUS: Full-time

JOB CLASS: Exempt