

## **Administrative Office Assistant**

### **Who we are:**

Poe Group Advisors helps CPAs navigate significant change in their careers. We are a fast growing company with future opportunities possible for advancement. We're the premier accounting practice intermediary firm in the industry, with offices headquartered in both Charleston and Ontario. We facilitate sales across the U.S. and Canada, guiding sellers and buyers to maximize value and minimize risks. Our diverse team, blending in-person and remote staff, embodies trust, collaboration, and results while fostering a culture of generosity and friendliness.

### **What we're looking for:**

An Administrative Office Assistant to join our Charleston team. A key responsibility will be communicating with potential buyers of businesses via email and on Zoom and phone meetings. Communication skills therefore are crucial. We're looking for someone who can grow more fully into this role over time as experience is gained on the job. This person will also assist with general operations, and manage administrative tasks. This candidate will also serve as the go-to for essential administrative functions crucial for supporting the Leadership team.

### **You're a great fit if:**

The ideal candidate possesses excellent communication and organizational skills, with a willingness to adapt to technology for task management. We prioritize professionalism, honesty, open and clear communication, and we're a team of self-starters. Join us if you're ready to help drive results in a personable, family-oriented environment where challenges are embraced and success is achieved collaboratively.

### **Role Responsibilities:**

- Email outreach with interested buyers
- Misc. administrative duties by Buyer Specialist
- Data management within Hubspot to accurately maintain client information.
- Document scans & filing
- Supply and material orders
- Conference box packing and mailing
- Conference room maintenance and bookings
- In-house mail management; Returned mail management
- LinkedIn outreach
- Misc. office tasks by Leadership Team

### **Requirements:**

- College education preferred but not required
- Critical thinking skills
- Positive attitude
- Exceptional written and verbal communication skills
- Technologically savvy

- Highly organized
- Knowledge of how to conduct basic research
- Ability to prioritize multiple tasks
- Email and calendar management knowledge

**Compensation & Schedule:**

- \$20 to \$25 per hour
- Full-time; In office with some WFH to be determined

**Next steps:**

- Complete the online application, [linked here](#), and submit a copy of your resume
- If advanced, a member of the hiring team will schedule 2, 15 minute phone interviews, and invite candidates to take an online Kolbe assessment
- The final interview will be held in the office with the Leadership Team
- 3 references will be requested and contacted