

Buyer Administrative 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 accounting firm 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.

Our Core Values:

At Poe Group Advisors, our five core values shape everything we do:

1. High trust in our relationships with clients and teammates
2. Results-driven focus on successful outcomes
3. Collaborative and candid communication to ensure mutual success
4. Friendly and balanced environment that combines professional excellence with personal well-being
5. Generosity toward the accounting community through continuous education and knowledge-sharing.

These values enable us to effectively guide CPAs through career-defining transitions while maintaining our position as trusted industry leaders across the U.S. and Canada.

What we're looking for:

A Buyer Administrative Assistant to join our Charleston team. This role focuses on the behind-the-scenes administrative support for our Buyer Specialist, managing the workflow and documentation that keeps our acquisition process running smoothly. This person will also assist with general operations and management of in-office administrative tasks. We're looking for someone that genuinely likes to learn and grow into new opportunities!

You're a great fit if:

The ideal candidate will have strong organizational skills, attention to detail, and the ability to handle multiple administrative tasks efficiently. This role offers an excellent opportunity to learn the business acquisition process from the ground up. 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.

Key Role Responsibilities:

- Data management within Hubspot to accurately maintain client information
- Managing document scans and filing
- Conducting quality control reviews for all buyer profiles
- Routing business profiles to appropriate team members
- Providing administrative support for all buyer communications

- Maintaining feedback documentation systems
- Coordinating postcard and additional marketing campaigns
- Managing third-party promotional email communications
- LinkedIn outreach and warm sales calls for potential buyer sourcing
- Manage in-office supply and material orders
- Manage in-office cleaning schedule
- Conference box packing and mailing
- Conference room supply maintenance and inventory orders
- In-house mail management; Returned mail management
- 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:

- \$40,000 - \$50,000 annually
- Full-time; In office with some WFH to be determined
- Shared employer/employee health care benefits available

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 a 15 minute phone interview, invite candidates to take an online Kolbe personality assessment, and invite finalists to a 30 minute Zoom interview
- The final interview will be held in the office with the Leadership Team
- 3 references will be requested and contacted