
Highrise Consulting, Inc. (www.highriseconsulting.com) is seeking a full-time **Administrative Support Assistant** to work onsite at a NIH (National Institutes of Health) facility in Bethesda, MD. To apply, send resume to **max@highriseconsulting.com** - please include "Administrative Support Assistant" as a subject of your email.

The ideal candidate will be experienced in handling a wide range of administrative and support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.

This position is located in the Office of the Associate Director for NIH Budget in Building 1 and as such the candidate will deal directly with the NIH senior leadership, Congressional staff, etc. The ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills and attention to detail are equally important.

The candidate must have:

- Experience assisting management with the creation of power point presentations
- Working knowledge of MS Office, including Word, Excel, PowerPoint and Outlook

Strongly prefer the candidate have:

- Must be dependable – consistently at work and on-time
- Must have a working knowledge of electronic calendars
- Must be professional and diplomatic at all times in dress and behavior
- Must be grammatically correct in oral and written speech
- Must be able to work independently and coordinate with office staff

Duties:

- Answer phones and direct all incoming calls to appropriate party promptly and efficiently.
- Assist OB leadership with preparing binders, copy and pasting excel spreadsheets
- Open and distribute mail.
- Communicate and handle incoming and outgoing electronic communications on behalf of the Office.
- Prepare background documents and outgoing mail as necessary.
- Make copies of various documents
- Perform other office duties as needed.
- Filing documents as requested.

Highrise Consulting, Inc. is a growing small Information Technology (IT) company headquartered in Bethesda, MD. Our goal is to provide our clients with the best technology services that contribute to building the most powerful, reliable and cost-effective solutions in the IT industry. Our company has established excellent working relationships with the Department of Health and Human Services (DHHS) and the National Institutes of Health (NIH), and formed strong partnerships with many leading IT businesses in the Health Services industry. We are committed to success and are continuously seeking to develop new opportunities across the public sector and beyond.

Benefits Summary:

- Health Insurance Plans from Blue Cross and Blue Shield (CareFirst)
- Dental and Vision Benefits from Blue Cross and Blue Shield (CareFirst)
- Life, Short and Long Term Disability Insurances
- 401K Plan with Company Matching
- Paid Vacation and Sick Leave
- Paid Holidays
- Flexible Spending Accounts support for Health, Travel, and Dependent Care expenses
- Profit Sharing

Highrise Consulting provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Highrise Consulting complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company does business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We are proud of our diversity and encourage veterans to apply. EOE M/F/D/V

Highrise Consulting, Inc. participates in the E-Verify program as required by law. [Learn more \(http://highriseconsulting.com/everifyposter.pdf\)](http://highriseconsulting.com/everifyposter.pdf).

Highrise Consulting, Inc. reserves the right to change any or all the above benefits from time to time. Highrise cannot be held responsible if one of the listed benefits has been modified, deleted, or otherwise changed.