

DRI consulting has a job opening right now for an Executive Administrator/Office Manager.

Executive Assistant/Office Manager

I. About the position - a full time, salaried, professional role to:

- staff/run the DRIC main office between hours of 8 to 4:30, M-F
- supports the general manager (Amy Feist) and 4 doctoral-level consulting staff - 3 FT, 1 PT
- extensive use of computers and skilled at or able to learn the following (multi-monitor workstation):
- MS Office 2007
- Web-based (cloud) document storage/editing - Box.net, SurveyMonkey
- Adobe Acrobat
- Oovoo webcam/chat
- Wordpress web editing
- reports to Amy Feist, General Manager, who once served in this position [See her bio](#)

II. Personal Characteristics/Experience:

- 3 years or more previous successful experience in administrative/project work, or graduate of an administrative degree program
- smart
- happy, upbeat - fun to be around :)
- organized, methodical
- great with detail
- Very computer literate (Windows, Microsoft Office, Web-based tools).
- good communicator
- self directed
- comfortable working on your own for periods of time (you will work with most of the staff in person one day a week and by webcam and phone most other days)
- "must like dogs"

III. Compensation:

- This is a salaried position paying mid \$20K to \$30K based on your experience and skills in addition to company paid benefits
- Complete and very good plans for health, dental, and disability currently paid for by company in addition to salary.
- Retirement plan
- Vacation (available at hire) - 2 weeks, 5 personal health days, 8 holidays.
- Company iPhone and calling/data plan
- Work with other bright, fun people. We do fast paced, sophisticated work that benefits individuals, organizations, government and communities we live in.
- Office has a fireplace, great views, nice company dog to play with, free beverages.
- Very high end and efficient workspace - speedy pc, 4 monitor workstation, and webcam
- Remote access to all DRIC documents from home as needed.
- Support to optimize home computer set-up.
- Office hours shorter than typical, and lunch time optional, to permit meeting family or personal needs before or after work.
- Personal use of a very nice lake home in Wisconsin.

IV. About DRI Consulting:

We are a nationally recognized and respected firm of consulting psychologists and graduate trainees providing general organization and human resource development services to government and private sector clients around the country. Nearing 20 years in practice. Cutting edge in our skills, training within the trade, and technology tools. Staff based onsite with clients and from their homes - we value success, life balance, and running the business smartly/creatively. We have had strong relationships with those who have served as our office managers/executive administrators since 1991.

Here is a link to information about the job as well as the application process:

<http://dric.com/Recruiting/execadmin.htm>

Thank you,

Chelsea Berryman

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Developing Organizations, Teams and Individuals

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