

Office Administrator

About Aileron Communications

Aileron is a mission-driven, boutique strategic communications agency specializing in complex, high-stakes engagements. We work primarily with a select group of clients doing important work primarily in clean energy and innovation. Our services include corporate communications, public affairs, strategy, media relations, social media, branding, crisis management and more.

Aileron's success is built on our relentless dedication to providing candid counsel, flawless execution and stellar results. As guardians of our clients' reputations, we've promoted and protected our partners' interests for more than 20 years.

Aileron offers competitive compensation, a robust benefits package and is strongly committed to work-life balance. All qualified applicants are considered without regard to race, religion, gender, gender identity, sexual orientation, national origin, disability or age. Veterans welcomed.

Qualifications

Aileron Communications is looking for an organized, friendly, and efficient Office Administrator to join our boutique strategic communications firm headquartered in the Chicago Loop. This position reports to Aileron's President and plays a key role in the day-to-day operation of the firm.

As our Office Administrator, you will be a self-starter capable of executing projects start-to-finish, managing bookkeeping, billing, and accounting responsibilities, and ensuring the smooth operation of our business. You will interact daily with our firm's leadership and serve as a point of contact for external vendors and partners.

This position offers exposure to leaders in sustainable businesses, media, government and public policy at the local, state and national level. We work in a casual, results-driven environment and play a role in solving some of the key challenges facing society today. Once trained, we can offer a flexible schedule and a combination of on-site and remote work.

Responsibilities include

Bookkeeping and Accounting

- Generate and deliver monthly client invoices using time and billing software
- Process employee payroll, benefits and commissions
- Track firm expenses and manage accounts payable using Quickbooks
- Monitor firm finances and accounts and create cash flow reports
- Serve as point of contact for external accounting firm for year-end reporting and tax filing

Office Operations

- Manage external suppliers and vendors such as IT and facilities services
- Serve as point of contact for office maintenance and building access
- Track contracts and purchase orders and billing processes
- Keep office organized and stocked with necessary supplies
- Provide occasional support for client meetings and firm events
- Assist with employee onboarding and offboarding, as needed

Team Support

- Manage employee benefits including health insurance, 401k, and transit benefits
- Coordinate PTO and holiday schedules
- Attend regular team meetings
- Support requests for office equipment and supplies
- Act with discretion and confidentiality related to sensitive and/or personal and professional information

Opportunity for Client Support (dependent on skills and interest)

In addition to essential operations responsibilities, interested candidates would have an opportunity to support Aileron's strategic communications work in the clean energy, economic development and innovation sectors. The role could provide the opportunity to develop skills such as:

- Media and online research
- Social media content development and monitoring
- Event management
- Proofreading, editing and writing