

CMS

Communication and
Management Services, LLC

Administrative Assistant - Project Specialist

About the Position

Communication and Management Services, LLC (CMS) is looking for a ***full-time Administrative Assistant-Project Specialist*** to join our team. This position provides an opportunity to be a part of a dynamic team performing a variety of human resource, communications, and organizational development projects. The position performs recruitment duties, client relations, association management, project support, office administrative tasks to include reception, checkbook reconciliations, invoicing, meeting minutes, records management, etc. The position will have significant opportunity for professional development and growth including training based on company needs and the successful candidate's areas of aptitude and interest.

About the Organization

We are a specialized consulting firm committed to strengthening organizations through management consulting, human resource systems, and governmental affairs in both the public and private sectors including local non-profits, local and state associations, and local and state governments. Services include compensation studies, job classifications, recruiting, employee relations, organization management, and human resources and governmental consulting.

The Ideal Candidate

The ideal candidate will have an interest in and willingness to learn human resources, compensation, business management and work on diverse and challenging projects. The Administrative Assistant-Project Specialist will thrive working on multiple projects with minimal supervision while projecting a positive image of the firm through customer service. The ideal candidate will enjoy performing duties and services using Office 365/Microsoft applications, spreadsheets, databases, and Internet/email software. The successful candidate will use knowledge of professional office administration and written and verbal business communications, including writing, and proofreading with exceptional skills in business English, spelling, and grammar. The individual will use their skills to communicate effectively verbally and in writing; establish and maintain good working relationships with co-workers, clients, and with the public; follow verbal and written instructions; and independently initiate and complete work assignments that support staff assignments and business operations.

Qualifications

The required knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma with post-secondary education (2-year or 4-year degree) or experience in human resource, business, communications, office administration, or related field. General knowledge of or exposure to human resource management, public relations, state government, or related fields is beneficial; proficiency in Microsoft Excel is preferred.

Compensation Package

Starting wage \$16.00 - \$20.00/hour DOQ with base pay increase and bonus opportunities. Benefits include flexible work hours, retirement, leave, professional development, and health insurance.

To Apply

Submit a resume, cover letter, and a list of three references to khoxie@cmsmontana.com. Application deadline is April 26, 2022. If a suitable candidate is found in the first screening, no further consideration of applications will be made. The position is open until filled. For questions call (406) 442-4934.