



Administrative Assistant

Job Description

Status: Non-Exempt

Hours: 35 – 40 hours/week

Compensation: \$18 - \$24/hour (based on experience)

Reports to: Director/CEO

Job Type: Full-time

About Aventi Enterprises

Aventi Enterprises is a strategic consulting firm specializing in supplier development and supplier engagement. We help small and diverse businesses become contract-ready while supporting government and corporate buyers in strengthening their supplier ecosystems. Through our proven GROW Framework (Guide, Refine, Optimize, Win), Aventi builds capacity, fosters partnerships, and drives measurable results across the public and private sectors.

Position Summary

The Administrative Assistant plays a critical role in ensuring the efficiency and organization of Aventi's daily operations. This position provides administrative, operational, and client support to the leadership and consulting team. The ideal candidate is highly organized, detail-oriented, and proactive, with the ability to manage multiple priorities in a fast-paced consulting environment.

This role is foundational to supporting Aventi's growth by maintaining internal systems, improving workflow efficiency, and enhancing the overall client experience.

Duties and Responsibilities:

Administrative & Operational Support

- Manage calendars, schedule meetings, and coordinate internal and external appointments
- Prepare meeting agendas, take notes, and track action items
- Organize and maintain digital files, folders, and documentation (Google Drive, shared systems)
- Support internal workflow management using tools such as Asana or CRM systems
- Assist with document preparation, formatting, and proofreading (reports, proposals, presentations)

Client & Communication Support

- Serve as a first point of contact for client inquiries and general communications
- Coordinate client onboarding activities, including intake forms and document collection

- Maintain accurate client records and ensure timely follow-ups
- Support the delivery of client services by tracking deadlines and deliverables

Sales & Business Development Support

- Assist with proposal assembly, formatting, and submission
- Track leads, opportunities, and pipeline updates in CRM
- Support email campaigns, outreach coordination, and event logistics
- Maintain and update contact databases and partner lists

Financial & Administrative Coordination

- Assist with invoicing, payment tracking, and basic financial recordkeeping
- Support expense tracking and documentation
- Coordinate vendor communications and basic procurement needs

Event & Program Support

- Support planning and execution of workshops, trainings, and events (in-person and virtual)
- Manage registrations, confirmations, and attendee communications
- Prepare materials and coordinate logistics for events

Working Conditions:

- Hybrid work environment (mix of in-office and remote as needed)
- Occasional evening or weekend support for events or deadlines
- Fast-paced, collaborative consulting environment

Required Qualifications

- Associate's or Bachelor's degree in Business Administration or related field (preferred)
- 2–5 years of administrative or operations experience, preferably in a consulting or professional services environment
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and Google Workspace
- Experience with project management tools (e.g., Asana) and CRM systems (preferred)
- Ability to handle confidential information with professionalism

Key Competencies

- Attention to detail and accuracy
- Proactive problem-solving and initiative
- Strong multitasking and prioritization skills
- Professional communication and client service orientation
- Adaptability in a growing and evolving organization

Ideal Candidate Profile

This role is ideal for someone who:

- Thrives in structured environments and enjoys creating organization out of complexity
- Wants to grow into operations, project management, or business support roles

- Is interested in consulting, government contracting, or small business development
- Takes pride in supporting a mission-driven organization that impacts business growth and economic development

Growth Opportunity

The Administrative Assistant role is designed as a pathway into higher-level roles such as:

- Office Manager
- Executive Assistant
- Associate Consultant
- Sales Coordinator

Benefits (after 90 days)

- Paid time off (PTO)
- Paid holidays
- Professional development and training opportunities
- Hybrid work environment
- Performance bonuses

Interested candidates can email their résumé to Deonna Barnett at deonna@aventienterprises.com.