



JOB ADVERTISEMENT  
2024

## BOUDREAUX - Executive Assistant & HR Administrator

### **Inviting an Experienced Executive Assistant & HR Administrator to join our thriving team!**

Join us as we cultivate relationships, design inspiring places and enrich communities from our Columbia studio.

BOUDREAUX is looking for a dynamic and experienced Executive Assistant with personnel-related HR experience to join our team. In this role, you will provide crucial support to firm principals while also managing some HR responsibilities. The ideal candidate will possess strong organizational skills, attention to detail, and a proactive mindset to handle a wide range of tasks efficiently.

#### **Responsibilities:**

- Serve as a point of contact for firm principals, managing their calendars, helping to schedule meetings, and coordinating travel arrangements.
- Prepare and organize documents, reports, and presentations for internal and external meetings.
- Organizing and maintaining electronic and physical filing systems, as well as managing databases and CRM systems to ensure data accuracy and accessibility.
- Building and maintaining positive relationships with clients, vendors, and stakeholders, including handling inquiries, coordinating meetings, and providing exceptional customer service.
- Assist with HR functions including recruitment, onboarding, employee relations, performance management, and benefits administration.
- Creating, revising, and communicating HR policies and procedures to ensure compliance with legal requirements and promote a positive work environment.
- Collaborating with management to forecast staffing needs, succession planning, and talent acquisition strategies to support business objectives.
- Handle confidential information with discretion and professionalism.
- Support special projects and initiatives as assigned by firm principals.

#### **Qualifications:**

- 3+ years of experience as an Executive Assistant or HR Assistant in a professional setting.
- Strong understanding of HR principles, practices, and employment laws.
- Proficiency in Microsoft Office Suite.
- Excellent communication skills, both verbal and written.

- Ability to prioritize and manage multiple tasks simultaneously in a fast-paced environment.
- Discretion and confidentiality when handling sensitive information.
- Proactive problem-solving skills with a positive and collaborative attitude.

This is a full time position with benefits including competitive salary, health insurance, retirement plan options, and paid time off. We encourage our employees to expand their skills and invest in their professional development. We have a collaborative and inclusive work culture that values creativity, innovation, and teamwork.

BOUDREAUX has a distinguished history in higher education, faith based, workplace, and local government projects. We promote design thinking, research and exploration in everything we do. We are a woman-led firm and serve clients throughout the southeast from our Columbia and Charlotte studios.

Please submit your resume and references for consideration to our President, Heather Mitchell, at [jointheteam@boudreauxgroup.com](mailto:jointheteam@boudreauxgroup.com).

For more information about BOUDREAUX, visit [www.boudreauxgroup.com](http://www.boudreauxgroup.com).