



EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT & OFFICE MANAGER

Location: Fort Lauderdale, FL • **Job Type:** Full-time

Brizaga is seeking a creative and self-driven team player to join our team working at the forefront of the climate change and flood resilience industry. Founded in 2017, we are focused on improving the lives of others by creating products, processes, and tools that reduce the impact of climate change and rising seas on our environment, our economy, and our society. As recognized industry experts, we are continuously engaged in local, state, and national discussions surrounding engineering and environmental policy.

Overview

The ideal candidate will be a creative and self-driven team player, providing high-level administrative support for the office and Co-Founders. They should be comfortable managing and arranging complex schedules and calendars, as well as coordinate the logistics for the meetings. This role will take ownership of the office environment and work alongside staff to ensure a clear balance of operational excellence and office culture. As a young and growing company, our day-to-day roles are diverse. We are looking for team members to grow with us.

Essential Functions & Responsibilities

Support the day-to-day operations of the company, including marketing opportunities, client interfacing, assisting with office environment and upkeep, and coordinating and planning meetings as necessary.

- Communicate on behalf of the Co-Founders and company in a professional and respectful manner, including managing sensitive matters with a good judgement and proper discretion;
- Coordination and management of multiple office calendars for meetings, conferences, and other activities, including all necessary preparation;
- Collect necessary materials for preparation of proposals, including responding to RFQs and RFPs, proposal schedules, work plans, and content development, as needed;
- Provide edits as appropriate to proposals and deliverables, and ensure high-quality, finished product, completed and delivered to clients on schedule;
- Work with the team on marketing opportunities, including social media, blog posts, and website development;
- Oversee office environment upkeep including ordering office supplies and snack restock;
- Manage contacts and mailing lists;
- Assist with administrative duties such as the processing of invoices through management systems, drafting of letters, memos, and other documents for senior staff; and
- Assess all current SOP's and create and/or refine new ones if necessary.

Minimum Required Qualifications

- Strong attention to detail and must be well organized and highly motivated;
- Excellent verbal, written and interpersonal skills;
- Ability to prioritize, work independently, and meet deadlines;
- Proficiency in Word, Excel, and PowerPoint;
- Positive attitude and a strong work ethic;
- Ability to communicate sensitive issues on their own and ability to make decisions, as needed;
- Strong critical thinking skills;
- Efficient – knows what they need to know and what information is necessary;
- Team player with an ability to contribute to a positive work environment; and
- Ability to work independently and as a team.

Preferred Qualifications

- Project management experience;
- Social media experience; and
- Previous administrative assistant experience.

Benefits

- Competitive compensation;
- Generous and flexible PTO;
- Health and vision insurance;
- Dental insurance stipend;
- Company-paid basic life insurance;
- We also offer a modern work environment with amenities including lots of snacks, coffee, and ability to occasionally work from home; and
- A growing list of additional benefits (which you can help develop).

To Apply - Please send your resume and a brief cover letter addressed to:

Alec Bogdanoff, Ph.D.
careers@brizaga.com
(954) 834-3533

Brizaga is an Equal Opportunity Employer committed to maintaining an inclusive workplace that is free of discrimination. We recruit and hire individuals without regard to race, color, religion, national origin, creed, sexual orientation, age, sex, disability, marital or veteran status, or any other status protected by law.