



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

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

Estimate Salary: \$40,000

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 Administrative Assistant will be a detail-oriented and self-driven team player, primarily supporting the administrative functions of an Industry leader. The ideal candidate should be ready to work in a key role at the forefront of a growing industry solving one of society's greatest challenges. As a small company, our day-to-day roles are diverse. We are looking for team members to grow with us.

Essential Functions & Responsibilities

- Assist with day-to-day operations of the company, including administrative and financial tasks, including invoicing and payment;
- Coordination and management of multiple office calendars for meetings, conferences, and other activities, including all necessary preparation;
- Oversee office environment upkeep including ordering office supplies and other office-related materials;
- 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;
- Assist with administrative duties such as the processing of invoices through management systems, drafting of letters, memos, and other documents for senior staff;
- Assist with business development and scheduling, attend key meetings and record meeting minutes, and prepare follow-up;
- Assist in preparation of regularly scheduled reports;
- Maintain filing systems, contact lists, and other databases utilized for day-to-day operations; and
- Maintain marketing material on company, project experience, staff resumes, project photos, and other information required for proposal activities.

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;
- Strong Proficiency in Word, Excel, and PowerPoint;
- Positive attitude and a strong work ethic;
- Team player with an ability to contribute to a positive work environment;
- Strong critical thinking skills; and
- Ability to work independently and as a team.

Benefits

- Competitive compensation;
- Flexible PTO;
- Health, vision, and basic life insurance;
- Dental insurance stipend;
- 401(k) with company match;
- A modern work environment with amenities;
- Ability to occasionally work from home; and
- A growing list of additional benefits.

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.