



Metropolitan Group

the power of voice

PROJECT AND NEW BUSINESS DEVELOPMENT ASSISTANT/RECEPTIONIST Portland Office

SUMMARY

Metropolitan Group (MG) is a full-service agency that crafts strategic and creative services to help social purpose organizations build a just and sustainable world. Drawing on its expertise and thought leadership in social marketing and public will building campaigns, organizational development, resource development and multicultural communication, MG works in a wide range of issue categories, including: public health; children, youth and families; environmental sustainability; social justice/human rights; community and economic development, and more.

Working out of our headquarters office in Portland, Oregon, the project and new business development assistant/receptionist will support and coordinate tasks related to agency marketing positioning and outreach, as well as ongoing operational, client and company projects, all under the supervision of the project manager.

Receptionist duties include being the main contact point that the community has with Metropolitan Group via phone and in person in our reception area and meeting rooms.

Project & Marketing Assistant

GENERAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

- Providing project assistance, including, but not limited to research, writing, calling, event logistics coordination, etc.
- Note taking, transcription, word processing, mail merges and mailings, formatting documents and proof reading.
- Sending and receiving correspondence and special delivery materials.
- Faxing-sending/receiving and distribution.
- Assisting with maintenance of contact database.
- Serving as a member of the Metropolitan Group creative team providing ideas, input and implementation.
- Serving as member of the MG team, providing assistance with miscellaneous projects, internal projects and other duties necessary for the success of the organization.

Receptionist

GENERAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

- Providing friendly, responsive service to clients, vendors, staff and visitors.
- Managing all incoming phone calls, transferring calls to voice mail, sending, receiving and distributing faxes, preparing and distributing incoming and outgoing regular mail and business mailings.
- Greeting guests and providing refreshments while they wait.

- Acting as the primary person responsible for upkeep of kitchen area, loading dishwasher, ensuring constant supply of condiments (cream, sugar, coffee, tea) and ordering when those supplies are low.
- Ordering, coordinating and shelving office supplies, and maintaining supply areas/closet in an orderly fashion.
- Keeping lobby area and conference rooms in order.
- Typing and word processing.
- Preparing weekly "E-news" communication for office Intranet.
- Sending and receiving special delivery materials and correspondence.
- Assisting with database maintenance.
- Coordinating office and equipment vendors as well as other needs.

EXPECTATIONS

- Have upbeat, creative, and professional demeanor.
- Be a team player and practice team-oriented problem-solving.
- Provide top-notch service to clients and co-workers.
- Demonstrate an excellent work ethic.
- Support and embody the organizations values, goals, and operating principles.
- Manage time and project needs effectively.
- Provide ongoing communication regarding projects, timelines and workload.
- Provide research and information collection for client and operation teams.
- Serve as a member of the MG team by providing ideas, input and implementation as well as assistance with miscellaneous projects, creative brainstorming, internal projects and other duties necessary for the success of the organization.

HOURS

Professional workload of 40 hours per week, as well as any additional time necessary to complete duties.

OFFICE HOURS

8:00 a.m. to 5:00 p.m.

COMPENSATION

Negotiable depending on experience, and commensurate with company salary structure.

BENEFITS

- Employer-paid medical and vision insurance on first of the month following employment.
- Dental insurance paid at 50 percent by employer on first of the month following employment.
- Life and long-term disability insurance plans available first of month following employment.
- Ten paid vacation days per year after first 90 days of employment, and one additional day per year accrued up to a total of 15 days, plus one spiritual day of your choice.
- Five days sick leave available per year, accruable up to 20 days.
- MG paid holidays off: New Year's Day, MLK Jr. Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Thanksgiving, day after Thanksgiving, and Christmas.

- Transportation allowance paid by employer.
- MG to reimburse for work-related expenses (mileage at current IRS rate).
- 401k retirement plan. You are eligible to participate in this program on the first calendar quarter after six months of full-time employment. As a participant you may make tax-deferred contributions up to the maximum allowable amount into the plan. MG will contribute annually three percent of your compensation while a participant in the plan.
- One month (30 days) paid sabbatical eligibility for each seven years of continuous service.
- Professional development program.
- Charitable contribution-match up to \$100 per year.
- Incentive and bonus plans.

REVIEWS

After 90-day trial period, annual formal review; periodic/informal reviews and check-ins as needed or requested by either party.

DRESS

Professional office attire.

CONTACT

Interested candidates should send their cover letter and resume in PDF or .doc format to hr@metgroup.com by close of business 8/26/2010

Equal Opportunity Employer