

## Project Resource Administrative Associate

Sacramento, California

Hagerty Consulting, Inc. is **HIRING!** We are a nationally recognized, comprehensive Homeland Security and Emergency Management firm focused on helping clients prepare for and recover from disasters. Make a difference and help us tell our story! Our firm is growing rapidly because of our high-quality work, and we are in immediate need for a Staff/Project Administrative Associate. Primary responsibilities are to provide support to new project staff on logistics timing and travel arrangements, including hotel assignments; staff time-sheet invoicing and auditing; compliance and financial reviews; electronic file management; and elementary budget reviews and maintenance.

With over 700 professionals in its network, Hagerty has successfully helped clients navigate some of the nation's largest disasters including 9/11, Hurricane Katrina, Hurricane Sandy, Hurricane Maria, Hurricane Michael, and the 2018 wildfires in California. The Staff/Project Administrative Associate will be embedded in our California wildfire project location in Sacramento, California.

### JOB DESCRIPTION:

#### The ideal candidate will:

- Serve as the administrative lead on the California Project Management Team (PMT).
- Support the PMT requests in production of detailed, organized reports and reviews.
- Communicate processes and procedures to project staff.
- Coordinate heavy calendar scheduling, travel bookings and logistics for the entire project professional staff.
- Support budget management, analysis, and projections.
- Serve the essential function of audit, reconciliation, and invoicing of reimbursements made by professional staff on the California long-term wildfire recovery project.
- Manage the onboarding process for new staff coming onto the project.
- Review work costs to ensure conformance and compliance.

### DESIRED QUALIFICATIONS

- Bachelor's Degree in business, accounting, resource management, or a similar field of study.
- Demonstrated ability to multi-task activities based upon identified priorities and short-term needs that arise in the emergency management and homeland security field on the project.
- Remain composed and on-point while speaking. Display comfort while interacting directly with clients, colleagues, and staff with diplomacy and tact.
- Strong proficiency in Microsoft Office Suite.

This is a full-time, exempt position with benefits. Must be eligible to work in the United States uninterrupted and successfully complete a background and criminal history check.

**EQUAL EMPLOYMENT OPPORTUNITY:** Hagerty Consulting, Inc. is fully committed to a strong equal opportunity program. Hagerty Consulting does not discriminate based on the following protected categories: Race, Color, Creed, Religion, National Origin, Ancestry, Age, Sex, Sexual Orientation, Gender Identity (transgender status), Domestic Partner Status, Marital Status, Disability, AIDS/HIV Status, Height, and/or Weight.

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2. Select the job description for the position you want. (If it's this one, just scroll down)
3. Click the 'Apply Now' button.
4. **Make sure to include a cover letter describing your qualifications and compensation requirements along with a current, comprehensive résumé.**
5. When you have completed the online application, click 'Submit.' Apply only once. Ignore any other job descriptions you may see.
6. Within a few minutes you will receive a pop up notice that says, 'Submission Received' to confirm your application has been processed successfully.