Posting Begin Date: October 19, 2026 Posting End Date: December 1, 2026

Job Position: Administrative Assistant – McLean, VA

Position Type: Full-time, Non-Exempt

Probationary Period: First 6 months of employment

About Cheiron: Cheiron is a rapidly growing employee-owned actuarial and financial consulting firm that is focused on providing health and pension actuarial consulting services to our clients (multiemployer, public sector, and some corporate). Our mission is to empower benefit plan sponsors to understand and better manage their benefit programs and their resulting financial risks through innovative technological applications and unsurpassed professional expertise. About 100 employees work at Cheiron across the continental US at nine different office locations. Cheiron is flexible and has the unique ability to adjust work assignments to enable employees to have favorable client roles and opportunities and to continue optimal career growth.

Turn-over at Cheiron is low because our goal is to keep our employees happy as well as our clients. Cheiron provides on-the-job training and competitive compensation packages. For full-time employees, Cheiron offers a 401(k)/profit sharing plan, competitive medical and dental benefits, paid time off, group life & AD&D, and disability benefits.

Expected Hours of Work: You are expected to work 7.50 hours per day not including a 30-minute lunch break, Monday through Friday, within normal business hours: 9:00 a.m. to 5:00 p.m. However, because of the nature of our business, your work schedule may vary depending on our consultants' needs.

Position Summary: Cheiron seeks an Administrative Assistant with 2 to 4 years of administrative experience or bachelor's degree. The position performs administrative support for a team of Actuarial consultants and Administrative Assistants located in the McLean, VA office and the possibility of support to other Cheiron offices. Essential Job Functions and Additional Duties are listed below. On the job training will be provided.

Essential Job Functions:

- Process monthly invoicing and recording of payments for clients
- Assist consultants in maintaining billing files and tracking payments made
- Complete expense reports for assigned consultants
- Proficiency with Microsoft Office Suite (i.e. Word, PowerPoint, Excel, etc.)
- Proofread letters, presentations, and reports
- Print and bind presentations and reports

- Reconcile assigned credit cards and enter expenses into Cheiron's time system
- File documents in Cheiron's online filing system
- Distribute office mail
- Inventory and order supplies for the office
- Support other offices and staff as needed
- Plan and provide support for office social functions
- Assist consultants with workflow and corporate needs including assisting with tracking their email and calendar, if requested
- Make travel arrangements, communicate effectively travel arrangements for consultants, create complete itinerary/travel packet to assist the consultant while traveling
- Take/edit meeting notes for various meetings including internal committee and client board meetings, if requested
- Maintain strict confidentiality of company confidential information and a consultant's personal information
- Point of contact for building services and issues
- Additional duties as assigned

Education and Experience:

- Bachelor's Degree or 2 to 4 years relevant experience supporting staff in an office environment.

Competencies:

- Strong written and verbal communications skills
- Ability to interact well with variety of staff members via all forms of communication
- Self-starter
- Ability to follow detailed instructions and procedures with minimal guidance
- Knowledge of Microsoft Office products: Excel, Word, PowerPoint
- Ability to prioritize assignments to meet deadlines, multi-task, and work with staff in different time zones
- Flexibility

Knowledge and Skills:

- Highly organized, detailed orientated, and strong analytical thinking and problem-solving skills
- Excellent communication (verbal and written) and interpersonal skills and sound judgement

Probationary Period:

The first six (6) months of employment will be considered a probationary period. During this period, Cheiron will evaluate your performance, attendance, dependability, and communication in performing the essential functions of the position. Successful

completion of the probationary period will be based on satisfactory performance required for this position.

At the end of the six-month period, we will conduct a performance review, and you will receive feedback regarding your performance and may be provided with guidance or additional training if deemed appropriate.

Completion of the six-month probationary period does not guarantee continued employment or alter the at-will nature of your employment.

Supervisory Responsibility: This position has no supervisory responsibilities.

Travel: This position will not be required to travel.

Other Requirements:

Cheiron uses E-Verify - You must be legally eligible to work in the United States.

Reasonable Accommodations:
Cheiron provides reasonable accommodations to ensure equal opportunity in the application process, enables qualified individuals with disabilities to perform Essential Job Functions, and makes it possible for employees with disabilities to enjoy equal benefits and privileges of employment.

EEO Statement: Cheiron, Inc. is an Equal Employment Opportunity (EEO) employer that is fully committed to providing equal employment opportunities. Cheiron recruits, hires, trains, and promotes qualified individuals in all job titles without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, marital status, genetic information, status as a protected veteran, or status as an individual with a disability, and does not discriminate against or harass any individual on the basis of any such characteristics. Cheiron bases all employment decisions only on valid job requirements. Cheiron's EEO policy has the full support of the Company, including its President and CEO.

If you are interested in this position, please send your resume to opportunity@cheiron.us with the subject line "Administrative Assistant Application".