

Job Position: Administrative Assistant – San Diego, CA

Position Type: Full-time, Non-Exempt

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. Approximately 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.

Turnover 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, Monday through Friday, within our 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 - 4 years of administrative experience or a bachelor's degree. The position provides administrative support to a team of Actuarial Consultants located in the San Diego, CA office, with the possibility of support to other Cheiron offices. Essential Job Functions are listed below. On-the-job training will be provided.

Essential Job Functions:

- Process monthly invoicing and recording of payments for clients
- Complete expense reports for assigned consultants
- 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 office social functions, including planning through execution, meaning coordinating with office staff, vendors, and overseeing events to completion
- Provide support for end-of-year holiday events
- Make travel arrangements
- Manage and maintain consultant calendars
- Assists the Administrative Manager and the Backup Administrative Manager with workload
- 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 communication skills
- Ability to interact professionally with a 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, multitask, and work with staff in different time zones
- Flexibility

Knowledge and Skills:

- Highly organized, detail-oriented, and strong analytical thinking and problem-solving skills, ability to exercise good judgement
- Excellent communication (verbal and written), interpersonal skills, and sound judgement

Supervisory Responsibility: This position does not have supervisory responsibilities.

Travel: This position does not require 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".