

## Anderson Economic Group, LLC Administrative Assistant

**Posted: March, 2019**

Anderson Economic Group, LLC is looking for an administrative assistant and research associate for our East Lansing, Michigan office.

### *Responsibilities*

Upon joining the firm, the right candidate will:

- Lead in maintaining a professional, well-organized, and clean office environment.
- Handle office reception duties, including greeting guests, answering telephones, taking messages, and distributing mail.
- Perform administrative duties such as proofreading, basic accounting, ordering equipment and supplies, document assembly, and filing.
- Assist with pulling and organizing data.
- Gain experience and assist in managing the firm's telecommunications, information technology, and software.

### *Qualifications*

This position requires a high-level of professionalism and decorum, excellent written and oral communication skills, as well as analytic abilities and judgement. Familiarity with Microsoft Excel is desired. Applicants will be expected to demonstrate excellent proofreading abilities, have the ability to work with individuals from a variety of backgrounds, and be well organized.

A qualified individual will have an interest in public policy or economics, as well as previous experience working in a professional office environment.

### *Hours and Compensation*

This position requires approximately 40-45 hours of availability for work each week during our normal business hours (8:30a.m. - 5:30p.m.). Compensation will be based on experience. Benefits include medical, life and disability insurance, bonus plan, and paid time off.

### *To Apply*

We insist on high standards in our work and adherence to our core values, therefore only motivated individuals who thrive in a challenging work environment should apply. Materials are due by March 30, 2019.

Before applying, please review our website: [www.AndersonEconomicGroup.com](http://www.AndersonEconomicGroup.com). To apply, send your resume, cover letter, and a two to five-page work sample demonstrating your abilities, to:

Tyler Marie Theile  
Business Manager  
Anderson Economic Group LLC  
1555 Watertower Place, Suite 100  
East Lansing, MI 48823  
[ttheile@andersoneconomicgroup.com](mailto:ttheile@andersoneconomicgroup.com)

We are an equal opportunity employer, and welcome qualified applicants from diverse backgrounds.