



## **Administrative Assistant**

**April 2026**

### **Overview**

The primary role of the Administrative Assistant is to support Carter's day-to-day operations through effective coordination of office functions, logistical support, and administrative assistance to the broader team. This position plays an essential role in ensuring the smooth operation of Carter's office environment, supporting conference participation and internal events, and providing timely assistance to leadership and consultants. The Administrative Assistant reports to Carter's Director, Partner Development and is a part-time position, located in Vero Beach, Florida.

### **Responsibilities**

- Organize logistical facets of the company's conference participation, coordinate conference supply shipping to and from event locations.
- Monitor supply inventory for office use, consultant requests, and conference items.
- Collect and properly distribute company mail each day.
- Record check deposits and send deposit reports to the finance team.
- Coordinate annual holiday cards and gifts and ensure items are sent in a timely manner.
- Schedule and manage recurring and as-needed meetings for various teams within the company.
- Participate in the event planning process for the company's annual team meeting and provide on-site support, as needed.
- Provide administrative support to the leadership team on an as-needed basis.

### **Skills and Abilities**

- Excellent verbal and written communication skills.
- Strong organizational and time management skills with the ability to prioritize, plan, and multitask.
- Attention to detail and commitment to accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Collaborative team player with a proactive, can-do approach.
- Strong interpersonal skills with a friendly and professional demeanor.
- Discretion and confidentiality when handling sensitive company information.

## **Qualifications**

- 2+ years of administrative or office support experience.
- Experience coordinating logistics, events, or conference participation preferred.
- Strong command of Microsoft Office Suite and ability to quickly learn new software and systems.
- Ability to manage multiple priorities simultaneously while maintaining accuracy and meeting deadlines.
- Experience working in a professional service or consulting environment a plus.
- Associate or bachelor's degree preferred.
- Ability to work independently and take initiative in a remote-friendly environment.

## **Application details**

Please submit a résumé and cover letter to [hr@carter.global](mailto:hr@carter.global).

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