



Title: Front Desk and Client Services Associate

Location: Washington, DC

Education: Bachelor's Degree preferred

Classification: Full Time

Venn Strategies is a fast-paced, nationally recognized full-service government and public affairs firm based in Washington, DC. Our track record of success is a function of our broad array of working relationships, our strategic expertise and our impeccable bipartisan reputation across the policy and political spectrum.

We offer our clients a wide range of deliverables focused on advocacy, issue management, coalition management, grassroots engagement, alliance development and strategic advisory services. Specializing in matters of health care, tax, economic policy, financial services, trade and critical infrastructure, our firm strikes a critical balance providing the depth and breadth of a major political powerhouse, combined with the personal attention and engagement that only a principal-driven boutique can offer.

Venn is seeking a Front Desk and Client Services Associate for a fast-paced office. The ideal candidate will be punctual, have a pleasant and professional demeanor with a strong desire to learn. Venn is looking to mentor a young professional on office management and operations in addition to exposing them to politics and the political process. Candidates should possess excellent time management skills with the ability to set priorities, enjoy greeting guests and working with staff. Attention to detail and follow-through are an absolute must as this is a crucial member of the Operations Team. The responsibilities listed below should be skills that come naturally as these are essential aspect of the role.

Responsibilities:

- Office operations including opening and closing (8:30AM – 6PM)
- Stock, supply and keep tidy common areas like the kitchen, supply room, lobby, etc.
- Answer phones, greet clients and guests
- Sort and deliver mail
- Reconciling credit card statements

Venn is a fast-paced environment, so a sense of urgency is fundamental. We are looking for someone who is a problem solver, takes initiative and prides themselves on accomplishing goals. The individual at the front desk is the first impression for clients, visitors and staff, so intrinsically, a friendly and professional demeanor is a must have.

80% of time spent on support the Operations Team with:

- on-site event and meeting set up
- IT, office telecommunications, equipment, etc.
- locate or re-locate staff workspaces
- open and close the office including housekeeping items like coffee set up and break down; load, run and unload the dishwasher; put items away and stock the refrigerators
- maintaining par level and stock for office supplies



- web-site updates
- reconcile bills, sort and distribute invoices, create reports
- other requests as made

20% of time may be spent on client work doing research and writing and any other assignment that isn't deadline driven.

Required:

- Professional and friendly demeanor
- Attention to detail
- Time management skills
- Common sense
- Solution driven
- Resourceful
- Proficient in Office 365

How to Apply:

Send cover letter and resume to job@vennstrategies.com. Please put "Front Desk and Client Services Associate" in the subject line.

EEOC Statement

Venn's employment practices are in accordance with the laws that prohibit discrimination against qualified individuals based on race, religion, color, gender, age, national origin, physical or mental disability, genetic information, veteran's status, marital status, gender identity and expression, sexual orientation or any other status protected by applicable law. Venn is an equal opportunity employer. If you require an alternative method of application or screening, please contact Human Resources.