



Business Manager / Chief Executive Assistant
Government Sector Consulting Firm

High Street Consulting Group, LLC

www.highstreetconsulting.com

Send letter of interest and resume to careers@highstreetconsulting.com

High Street is a growing consulting firm that provides data-driven strategic decision-making support to public agency owners of America's transportation system. We are known nationally for cutting edge solutions that help our clients overcome complex policy and planning challenges. Our clients include federal, state, and local transportation agencies such as state departments of transportation and the Federal Highway Administration, among others.

Job Brief

We are looking for an experienced Business Manager to join our team. This dynamic position in our growing consulting firm will work closely with the CEO and other executives on a range of initiatives including business development, recruiting and onboarding new employees, and providing administrative support to ensure our executives can focus on company priorities. The Business Manager's work is essential to High Street's operations and growth.

Responsibilities

- Partners with leadership to recruit, interview, and hire qualified job applicants
- Leads all administrative aspects of onboarding and separations
- Supports business development efforts including opportunity tracking, pre-qualification package development, and proposal coordination
- Manages the execution of High Street's career growth process (performance reviews) ensuring meetings are scheduled, career growth plans are developed, and general protocols are followed
- Provides chief executive support including scheduling meetings, booking travel, drafting meeting agendas and minutes for leadership and board meetings
- Maintains files and documentation thoroughly and accurately in accordance with company policy
- Provides quality customer service to High Street personnel, clients, teaming partners, and vendors, always representing High Street in a professional manner
- Takes initiative to resolve issues
- Responds to requests in a timely manner
- Performs ad hoc projects as requested

Requirements

- Ability to act with integrity, professionalism, and confidentiality
- Excellent organizational skills and attention to detail
- Strong time management
- Great interpersonal and verbal communication skills
- Proficient with Microsoft Office Suite and related software.
- Permanent US work authorization

Educational Background and Experience Level

- Bachelor's degree
- 5+ years of experience in dynamic, fast-paced work environment

Location

High Street operates in a virtual office environment. The position will be located either in a home office or co-working office space and will support staff across the U.S.

Compensation and Benefits

Up to \$100,000 anticipated compensation package, depending on experience. High Street provides a competitive compensation and benefits package including base salary, performance-based bonus, home office allowance or paid co-working space rent, health care reimbursement, paid leave, paid parental leave, and 401k program.

About High Street

We are a growing 30-person team of creative and hardworking planning, analytics, and digital application development professionals dedicated to delivering outstanding solutions for our clients. We help transportation practitioners understand and respond to emerging issues using a combination of qualitative and quantitative solutions. High Street is committed to work-life balance and respects our team members' time and priorities outside work.

High Street is an equal opportunity employer.