

**Office Assistant - Reston, VA**

FrontStream is seeking an **Office Assistant** to join our Reston team!

**Company Overview:**

FrontStream is the industry leading organization of SaaS fundraising solutions for nonprofits. We provide an integrated, enterprise-wide fundraising platform for all your fundraising, auction, donor management, corporate social responsibility (CSR), and payment processing needs via our leading social innovation products. Our team is collaborative, enthusiastic, and delivers on our promises.

Over 10,000 nonprofit and corporate customers use our Intelligent Engagement Platform. We have been serving the nonprofit sector for more than a decade, and we love what we do!

**Position Overview:**

This individual will be responsible for overseeing the following administrative activities of the organization. This role will be performed in conjunction with accounting or other activities as assigned.

**Responsibilities Include:**

- Primary internal contact for interactions and communications with Reston facility providers (Comstock and parking vendor)  
Primary internal contact for interactions and communications with Toronto facility provider (Workplace One)
- Primary contact for managing our storage spaces in Cambridge and Reston.
- Primary contact for facility and shipping vendors-Shred-it, UPS, FedEx, snack, and supply vendors
- Order and stock supplies
  - Order office supplies, kitchen supplies and snacks for both Toronto and Reston offices.
  - Stock office supplies, kitchen supplies and snacks for the Reston office
  - Stock and maintain shipping supplies
- Open and sort mail daily
- Create prepaid shipping labels for the return of company issued equipment
- Handle Certificate of Insurance and Certificate of Good Standing requests
- Once we reduce the number of subsidiaries, manage annual reports and certifications of our various legal subsidiaries (This is new - training will be provided for this.)

**Specific Short-Term Projects (Next 6 to 9 months)**

- Help us to facilitate our in person return to the Reston office in September
- Manage clean-up of the Reston office
- Manage, review and discard items in storage.

***Desired Skills:***

- Previous experience in administrative services or other related fields desired
- Ability to prioritize and multi-task and to tackle new tasks proactively
- A positive attitude and a willingness to work to task completion
- Strong organization skills
- Deadline and detail-oriented

FrontStream is headquartered in Reston, VA with an additional office in Toronto, ON.

This is an “essential function” position and will require the employee to be in the office full-time at the Reston office upon hire.

FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in the U.S.

Interested candidates should send resume and references to: [FS-Recruiting@frontstream.com](mailto:FS-Recruiting@frontstream.com) with “**F/T Office Assistant – Reston**” in the subject line. No phone calls please.