



**POSITION: Office Administrative Assistant (Cincinnati, OH)**

L&B, a global airport planning and consulting firm operating in the U.S. and internationally, is currently seeking an experienced **Administrative Assistant** to join our dynamic team of professionals located in our Cincinnati, OH office. This highly motivated individual will work collectively with all staff members providing administrative support.

**Office Administration Responsibilities:**

- Answer the phone
- Receptionist duties
- Manage office supplies (inventory, ordering)
- Manage shipping/mail functions
- Liaise with external facilities maintenance company (NSG)
- Replenish snacks, drinks for breakrooms
- Notary
- Event planning (e.g., holiday party, luncheons, etc.)

**Travel Support:**

- Prepare expense reports
- Coordinate visitor office space
- Make travel arrangements (air, hotel, rental car, other transportation)
- Manage Skybonus frequent flyer account
- Manage travel/visa/passport profiles

**Production Support (as needed):**

- Document production
- Light formatting/editing
- Typing

Qualified candidates should submit resume and cover letter to: [hr@landrum-brown.com](mailto:hr@landrum-brown.com)

No phone calls or agency phone calls please.

Please include job title of **Administrative Assistant** in your submission.

EEO/M/F/D/V