



Job Posting: Administrative Assistant (1099 Independent Contractor)

Company: One Logic Source

Location: Kentucky

Position Type: Full-Time/Part-Time

About Us:

One Logic Source is a dynamic and fast-growing private investigation firm specializing in criminal defense investigations. With a commitment to uncovering the truth, we are passionate about justice and helping our clients navigate complex legal challenges. Our mission is rooted in integrity, precision, and excellence, and we are seeking a motivated Administrative Assistant to join our team.

Position Overview:

We are looking for a highly organized, proactive, and detail-oriented **Administrative Assistant** to provide administrative and operational support to Investigation team. The ideal candidate will possess excellent multitasking skills, a professional demeanor, and the ability to maintain confidentiality while handling sensitive information.

Key Responsibilities:

- Manage calendars, scheduling appointments, meetings, and travel arrangements.
- Coordinate and prepare materials for meetings, presentations, and reports.
- Review reports and documents for accuracy and make needed editions.
- Act as a liaison between company management, team members, and external partners.
- Handle confidential and time-sensitive information with discretion and professionalism.
- Perform general administrative tasks such as filing, invoicing, and data entry.
- Engage in marketing initiatives on behalf of the company. This to include marketing to potential clients, attending trade shows and local business meetings.

Qualifications:

- Proven experience as an Executive Assistant, Administrative Assistant, or similar role.
- Exceptional organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and other productivity tools.

- Ability to multitask and work independently in a fast-paced environment.
- High level of integrity and discretion in handling sensitive information.
- High School Diploma (College Experience Preferred)

Why Join Us?

- Competitive pay (\$15-25/hr. Depending on Experience)
- Opportunities for professional growth and development.
- Be part of a company with a meaningful mission and impactful work.
- A modern and supportive work environment inspired by cutting-edge investigative techniques.
- Be part of a company that stands as the gold standard in the field of criminal defense investigations.

How to Apply:

To apply, please send your resume, a writing sample, a cover letter detailing your experience, and three references to justin.vincent@onelogicsource.com. Applications will be reviewed on a rolling basis.

Join One Logic Source and contribute to uncovering the truth and making a difference in the lives of those we serve!

One Logic Source is an equal opportunity employer. We encourage candidates of all backgrounds to apply.