

Employment

Written by Administrator

Wednesday, 03 October 2018 13:51 - Last Updated Monday, 06 April 2020 22:25

TITLE: Administrative Assistant Level 1

SCHEDULE: Part time to Full time immediate position

SUMMARY: The Administrative Assistant will provide administrative support as needed. Working under the direct supervision of the President/Owner this position provides all necessary organizational support and is responsible for a variety of other tasks

EXPERIENCE: 3 years of administrative assistant experience required; 3 years of computer experience required or equivalent combination of education and experience

DUTIES AND RESPONSIBILITIES:□

Assist with the completion of filings for the organization

Coordination of article publications and preparing an acknowledgement for orders fulfilled

Employment

Written by Administrator

Wednesday, 03 October 2018 13:51 - Last Updated Monday, 06 April 2020 22:25

Processing expense reports and file receipts accordingly

Provide assistance as needed with research for products and services

Answer main office telephone system, respond to direct requests for information

Make sure the office is kept in orderly and clean fashion

Maintain inventory for office supplies

Maintain master calendar of President

General office duties such as data entry, bookkeeping, flow of correspondence, filing, requisition of supplies, faxing, etc.

Coordinate materials for meetings and training sessions and other activities

Maintain and update database as needed

Provide meeting support as needed (e.g., scheduling conference rooms, coordinating logistics with hotels etc)

Maintenance of library and classification and filing of new items

Employment

Written by Administrator

Wednesday, 03 October 2018 13:51 - Last Updated Monday, 06 April 2020 22:25

Perform other duties and responsibilities as requested

Coordinate market eblasts from distribution list

QUALIFICATIONS:

AA a must. Bachelors Degree in Administration, Business, English or Marketing preferred.
Medical background in Life Sciences a plus.

Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking, working under pressure, research information online

Experience and skilled in the use of software programs such as MS Word, Quick Books, PowerPoint, and Excel, Publisher, PPT.

Experience in working with social media programs

Must have reliable transportation and stable work history with references