



### **Job Description: Administrative Assistant**

The AMP Administrative Assistant provides administrative support for selected projects in multiple program areas and in general for the Executive Director. Will report directly to the Executive Director.

#### **RESPONSIBILITIES:**

- Perform various administrative tasks
- Provide administrative support to multiple committees (e.g., scheduling, correspondence etc.)
- Distribute, track, collect, format, submit, and/or file documentation and/or correspondence
- Collect or obtain information for further action
- Coordinate conference calls
- Set-up and conduct surveys
- Perform routine website tasks
- Perform routine volunteer and member communications (e.g., listservs) tasks
- Assist with volunteer appointment/re-appointment tasks
- Maintain Standard Operating Procedures (SOPs)
- Maintain digital and paper files
- Assist the Executive Director (e.g., calendar, phone, scheduling calls and meetings)
- Assist staff with their projects, as assigned by supervisor
- Position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements

#### **SKILLS REQUIRED:**

- Excellent attention to detail and accuracy; highly organized
- Able to quickly learn new skills and information and put into immediate use
- High level of productivity; meets deadlines
- Able to quickly change priorities and adapt to change
- Strong general computer skills (Windows platform) required
- Strong skills in Microsoft Office Suite; knowledge of virtual meeting software a plus
- Excellent team player and willing to assist all staff members as assigned
- Able to “manage up” to maintain priorities
- Excellent interpersonal skills and the ability to maintain a courteous demeanor when under pressure
- Able to avoid/resolve conflict and view situations from others’ perspective
- High level of dependability, adherence to work schedule and appropriate use of leave
- Able to handle confidential information
- Strong oral and written communication skills and correct use of English grammar and spelling

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree, or equivalent combination of education and experience. Coursework in the life sciences a plus.
- At least one year of relevant experience.

**WORKING REQUIREMENTS:**

This position requires sitting, standing and walking for a full work day. Additional requirements are as follows:

- Extensive use of computer keyboard, mouse and monitor.
- Move throughout various offices.
- Must be able to reach top shelf of cabinets and low/floor level objects; step stool should be used when necessary.
- Routinely lift objects less than 10 lbs.
- Occasionally lift objects up to 40 lbs.
- Work is primarily performed in the AMP office.
- Overnight travel to the annual meeting (up to 7 consecutive days) required; weekend work involved.
- Work required (1-2 times/year) in local meeting space - inclusion of weekends may be involved.