



POSITION TITLE: Administration Assistant/Receptionist

ORGANIZATION: The American Society of Human Genetics (ASHG)

LOCATION: Bethesda, Maryland (note: office will be moving to North Bethesda/Rockville in mid-2018)

STATUS: Non-exempt, 37.5 hours/week

REPORTS TO: Governance and Administration Manager

DEPARTMENT: Administration

DATE: March 7th, 2018

Position Summary:

Provides expert administrative assistance in a fast-pace work environment. The duties will have a broad scope of clerical and administrative duties and responsibilities to ensure an efficient and effectively run organization.

Responsibilities and Duties:

Reception/Administrative Support (75%)

- Answers ASHG general line and transfers calls accordingly.
- Greets and directs visitors to the organization.
- Schedules and arranges set-up for meetings.
- Arranges catering and venues for special meetings and events as requested by staff.
- Responds to general Society e-mails including membership inquiries concerning membership renewal, requests for receipts, changing preferences, and changing addresses.
- Maintains Meetings of Interest calendar on the Society's website.
- Maintains office environment common spaces, including conference room, kitchen, copy area, and storage spaces. Submits service requests in office space and equipment as needed.
- Collects and disseminates Society mail.
- Logs checks that arrive by mail before forwarding to bookkeeping.
- Receives, records, and processes travel reimbursements to executive, directors, committees, and board members, as needed.
- Updates and maintains organizational chart and employee information including emergency contacts, phone numbers and addresses.
- Updates phone answering messages to reflect changes in personnel, meetings, or other pertinent information. Checks system periodically to identify needed changes.
- Maintains GeneticsCareers.org website and prepares data usage reports, as requested.
- Manages inventory and ordering of office supplies and other items as needed, including letterhead/envelopes, staff business cards, apparel.
- Conducts data entry and developing data reports, as needed.

Executive and Governance Support (25%)

- Assists with preparing meeting materials and editing correspondence to board and committee members, including emails, regular reports, memos and PowerPoint presentations.

- Assists in booking travel and accommodations for executives, committee and board members, or others as requested.
- Assists with scheduling and planning logistics for committee and board meetings.
- Assists with the board/committee and Society awards selection process
 - Maintains lists of members nominated and tracks their service on other Boards, committees, and past nominations.
 - Sends correspondence to committees and follows-up when needed.
 - Schedules committee conference calls
 - Prepares orientation materials to newly elected members.
 - Collects information as needed for those nominated for awards and board/committee positions.
- Maintains board and committee contact and distribution lists including e-mails and addresses.

Minimum Skills and Qualifications:

- Associates Degree, Bachelor's Degree preferred
- 1-2 years of Customer Service or Administrative Experience
- Familiarity with MS Office, including Word, PowerPoint, Excel, and Outlook
- Experience with data entry and maintaining databases
- Ability to prioritize tasks and meet deadlines
- Ability to work independently
- Attention to detail
- Exceptional interpersonal skills
- Team player
- Exceptional customer service skills
- Exceptional grammar, verbal and written communication skills
- Professional manner

Preferred Criteria:

- Experience with science and or/ non-profit professional societies

Working Conditions:

This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of approximately 20 lbs.

EOE

www.ashg.org