



Administrative Assistant

Job Title:	Administrative Assistant
FSLA Classification:	Non-Exempt
Department:	Administration
Supervisor:	Center Manager

Job Description

Duties include, but are not limited to:

- Strong communication, process, and project management skills; and must be able to effectively collaborate and influence all levels of management.
- Ability to work across organizational boundaries, bringing together people with diverse perspectives and experiences to identify tactical issues and emerging areas of concern to find solutions.
- Demonstrate a strong passion for and a strong record of delivering high-quality results, and a desire to be a part of a strong and supportive team
- Provide sound guidance to management on process (including technical) issues
- Act as the primary provider of technical support to desktop and laptop computer users for hardware
- Demonstrate highly professional demeanor; meet the highest standards of integrity
- Highly collaborative with demonstrated ability to work in a global setting across a variety of cultures and styles

Job Specific Duties

- Plan, organize and carry out the daily activities and administrative functions of the office in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.
- Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately
- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners



The Administrative Assistant must be creative and enjoy working within a global environment that is results-oriented, values-driven, and brand-focused. The ideal candidate will have the ability to exercise excellent judgment and high confidentiality in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure, in a highly visible role, at times to handle a wide variety of activities and confidential matters with discretion.