

Administrative Associate II

Bethesda, Maryland

Do you want a career that places high importance on education? Do you want to work in a collegiate setting where you will make a difference in a person's education opportunities? Do you like solving problems and assisting others?

Our mission is to complement the mission of the NIH to provide advanced research and training in the biomedical sciences. FAES creates cutting-edge programming to increase scientific knowledge for all of our stakeholders. FAES is an agile organization with a big heart, generous benefits, and a large and positive impact on the biomedical community. The work environment is dynamic, inclusive, and team-driven and all roles at FAES are given opportunities to learn and grow.

Summary:

The Administrative Associate is the 'face' of the organization and must be a people-person. We take pride in our excellent care of our customers and this role ensures that their first impression is a good one. This role is responsible for providing organizational (front desk) reception, direction for customers and guests, and functions as an informational resource for all departments. This position is expected to have a great attitude, be self-directing, have the ability to effectively multi-task, and work well within a dynamic and deadline-driven environment. The Administrative Associate must have good interpersonal skills with the ability to interact effectively with staff, management, and internal/external customers while using tact, courtesy and discretion. This position deals with a diverse group of important internal visitors and callers as well as external contacts at all levels of the organization.

Specific responsibilities include, but are not limited to,

General Administrative and Event Support:

- Maintain and keep front desk tidy and presentable with all necessary material (pens, flyers, catalogs, etc. including screening calls and visitors, resolving routine inquiries, taking messages, making appointments and keeping calendars, opening and distributing mail, arranging conference calls, photocopying, and maintaining files.
- Order office supplies.
- Responsible for assignment and maintain list of office keys assigned to personnel.
- Responsible for new telephone request through NIH telecommunications department.
- Arrange for meeting rooms, food service, supplies and other materials needed.
- Assist on special assignments, such as compiling and organizing reports and documents, working with other departments or on behalf of the management team, planning special meetings or functions, preparing agendas and presentation materials, and arranging audio-visual support when required.

- Assist Executive Office with planning and executing employee events.
- Provide staff support to the Board of Directors and board subcommittees including scheduling meetings; coordination, preparing and executing board meeting notices, by email and or mailings; taking and distributing meeting minutes.
- Create and distribute monthly internal newsletter to all members of the staff team; must work well with all departments and the newsletter is to include updates for all department's events, projects, staffing changes, and other news-worthy events. The newsletter must be well written, concise, and professional.
- Other tasks as assigned.

Business Services Support:

- Provide administrative support for Business Services Director, schedule meetings, and maintain calendar.
- Assist in arranging meetings or functions, preparing agendas and presentation materials, and arranging audio-visual support when required.

Required Skills:

- Proven administrative experience.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Knowledge of office management systems and procedures.
- Excellent time management skills and scheduling day-to-day tasks efficiently and effectively prioritizing work.
- Attention to detail and problem-solving skills.
- Proficiency in MS Office.

It is the policy of FAES to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

Rate: \$19 to \$25 per hour

Apply on Indeed: Administrative Associate II, Foundation for Advanced Education in the Sciences (at the NIH)