

Dynamic Solutions Specialist

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?

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.

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 stakeholders.

Overview: The FAES runs nearly 200 educational and cultural programs each year and relies heavily on a dynamic, cross-functional team of staff members to achieve our mission. The Administrative Coordinator assists with the coordination and execution of classes, conferences, and other events. Responsibilities also include maintaining databases, creating reports, purchase and manage supplies and equipment, and conduct other general activities to support our instructors, students and other stakeholders.

The ideal candidate for this role is an expert multi-tasker with high energy and ability to prioritize projects. The candidate must have the ability to work and collaborate as part of a small, face-paced team. Must be able to effectively juggle timelines and production schedules for multiple programs and projects.

Required Qualifications, Skills, and Other Requirements:

- Bachelor's degree is preferred.
- Minimum of 2 years of relevant experience
- Highly developed computer skills, including proficiency with Microsoft Word, Excel, PowerPoint, and Outlook

- Must have good writing and communication skills with the ability to document technical issues in a clear and effective manner with appropriate detail.
- Must be able to stand for long periods, lift 25 pounds, and assist in transporting supplies between buildings.
- Must have excellent time management skills.
- Successful completion of background check is required to work on the NIH campus.

We hire the best and brightest. If this sounds like you, then encourage you to apply.

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.

To apply: <https://philrommconsulting.bamboohr.com/jobs/view.php?id=34>