Administrative Assistant

* Growing scientific organization is looking for an Administrative Assistant. Their job duties can vary widely, not just from job to job, but from day to day at the same job. On any given day, they may perform a variety of tasks, such as:
  + Schedule appointments and maintain calendars
  + Schedule and coordinate staff and other meetings
  + Collate and distribute mail
  + Prepare communications, such as memos, emails, invoices, reports and other correspondence
  + Write and edit documents from letters to reports and newsletters
  + Create and maintain filing systems
  + Manage accounts and perform bookkeeping
  + Design, build and maintain a social media presence
  + Review contracts and agreements
  + Brainstorm new and creative growth strategies through digital marketing
* Requirements:
  + Basic proficiency in Microsoft Office, Word, PowerPoint, Excel, Email, LinkedIn, Instagram and Facebook
  + Self-motivated and customer focused
* Experience:
  + Administrative: 1 year (preferred). Experience at a scientific organization such as a CRO is beneficial.
  + Customer service: 1 year (preferred)
  + Digital marketing: 1 year (preferred)
* Work Location: Virtual
* Schedule: Flexible
* Education: Two year college degree or certificate(s) of experience preferred.
* Job Type: Part-time (10-20 hours per week), flexible hours
* Salary: DOE
* If interested, reply with your cover letter and resume to; info@needhamscientific.com