

Employment Opportunity

Administrative Assistant

Full-time position available immediately

Summary of Position

The Administrative Assistant provides support to executive staff and oversees day to day operations of the organization's administrative offices under direction of the Chief Operating Officer. This position handles a wide range of tasks and must be exceedingly well organized, flexible and enjoy the challenges of supporting Florida Oceanographic's leadership. The Administrative Assistant is supervised by the Chief Operating Officer and works with volunteers.

Duties and Responsibilities

1. Answer telephones and provide information including directing calls to staff departments.
2. Greet visitors and provide excellent customer relations to all callers and guests.
3. Respond to general email requests to www.info@fos-cc.org.
4. Provide administrative support to the Executive Director and Chief Operating Officer including scheduling meetings, correspondence, recordkeeping, data management, filing and report preparation.
5. Provide support to the Business Manager for office administration.
6. Process incoming and outgoing mail and deliveries. Manage postage meter and copy machines in coordination with Business Manager.
7. Attend board of directors and committee meetings; prepare agendas, communicate with members by email, telephone, and mail, produce minutes and other support materials.
8. Establish manager and staff meeting schedules, notifications and prepare minutes.
9. Perform other tasks as assigned by the Chief Operating Officer.

Salary and Benefits

- Full-time employment with competitive salary.
- Medical insurance, 401K plan, and paid holiday and annual leave.

Qualifications

1. Minimum three (3) years administrative support experience. Excellent interpersonal skills, ability to work well with administrators, managers, staff, board members, volunteers and donors as well as clients and vendors.
2. Able to work under pressure with a high level of professionalism and confidentiality. Attentive to accuracy and detail; sound decision making ability.
3. Strong computer skills, expert written and verbal communication skills including strong knowledge of MS Office including Word, Excel, PowerPoint and Outlook.
4. Expert level internet skills and use of email.
5. College degree and nonprofit organization experience preferred.

Please send cover letter, resume and application to jkelly@fos-cc.org or fax: 772-225-4725