

Science from Scientists (SfS) has an exciting job opening for an Administrative Assistant reporting to the Chief Operations Officer in Bedford, Massachusetts. The Administrative Assistant will perform a variety of administrative and clerical responsibilities. Science from Scientists has created a working environment that allows for virtual collaboration and this position will have a large virtual component. To learn more about this position and apply please visit our website, <http://www.sciencefromscientists.org/work>.

The overall responsibilities of the Administrative Assistant include providing support to the Chief Operations Officer, assisting in daily office needs and providing payroll and financial accounting support. While this role will have a large virtual component, a portion of the weekly hours will be required in the Bedford office.

General Office Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments, including class visits for donors
- Sort, scan and file incoming mail.
- Help maintain a predominantly virtual filing system
- Order office supplies and research new deals and suppliers
- Write and distribute email, correspondence memos, letters, faxes and forms
- Schedule meetings and take detailed minutes
- Book travel arrangements
- Provide general support to visitors
- Act as the point of contact for external clients

Payroll and Reimbursement Responsibilities

- Provide technical support to employees including password lockouts and resets.
- Submit and reconcile expense reports in coordination with accounting team
- Assist accounting team as needed with payroll and reimbursements for employees
 - Transmit times cards
 - Provide approval sheets to COO
 - Add reimbursements to checks
 - Track reimbursements in Expensify and bill.com
- Monitor P&L to verify appropriate classes
- Provide documentation support for reimbursement grants

Other Responsibilities

- Assist in the preparation of regularly scheduled reports

- Maintain contact lists in Salesforce and related databases including, but not limited to, schools, school contacts and related communications.
- Perform other duties related to advancing the quality of operations and programming that the Chief Operations Officer deem necessary

Requirements

- At least 2 years, prior experience as an administrative assistant, virtual assistant or office administration assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers, copiers and scanners
- Proficiency in (or willing to take training to attain proficiency)
 - Google Apps (GMail, GCal, Drive, Google Docs, Google Sheets, Google Slides)
 - MS Word, Excel and PowerPoint or Office 365
 - Expensify
 - Paychex
 - Bill.com
 - Salesforce
 - Slack
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Strong financial background
- High School degree

In addition candidates should also

- Have a general interest in education, science, and youth
- Be a self-motivated learner and an adaptive problem solver

Compensation:

This position is a salary, non-exempt (20 hours per week) employee position with minimal benefits. Salary will be commensurate with experience and qualifications.

For immediate consideration, please send a resume and cover letter to jobs@sciencefromscientists.org. Please include "Administrative Assistant" in the subject line. Accepting applications until position is filled, with an immediate start date upon hire.