

# SMEL | Stimulating Minds through Entrepreneurship and Leadership

## JOB DESCRIPTION

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Administration  
**LOCATION:** 115-15 Farmers Blvd, St. Albans, NY 11412  
**REPORTS TO:** CEO  
**SALARY:** \$40,000 annually  
**SCHEDULE:** 10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.  
**JOB SUMMARY:** Our company is seeking an Administrative Assistant to manage the office, supervise staff and handle duties for upper management. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position.

## EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's degree required
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely man

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly.
- Assist in training staff members and new hires.
- Implement and monitor programs as directed by management, and see the programs through to completion
- Generate memos, emails and reports when appropriate.
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines.
- Maintain office supplies by checking inventory and order items.
- Respond to questions and requests for information.
- Answer incoming calls and assume other receptionist duties when needed.
- Other duties as assigned.

**EOE**

## HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Administrative Assistant" to [careers@smelny.org](mailto:careers@smelny.org). No phone calls, please.