



Part-Time Administrative Assistant

The Administrative Assistant works primarily with the Operations Manager. In addition to carrying out specific administrative duties for senior management, the assistant will participate in the process of developing and evaluating office systems designed to guarantee efficient running of the organization.

REPORTING LINE: The Administrative Assistant reports directly to the Operations Manager.

Duties:

1. Handles delegated administrative work
2. Helps to coordinate payroll processing and maintains confidential Personnel Records
3. Coordinates the regular process of receiving and recording employee time-sheets
4. Assists with the preparation and processing of Consulting Contracts
5. Coordinates daily mail functions
6. Coordinates office wide ordering of supplies
7. Codes accounts payable and records daily cash receipts
8. Maintains contact with contracted outside service providers
9. Coordinates telecommunications services
10. Assists the Operations Manager in bank deposit preparation and invoice processing
11. Coordinates department filing
12. Guarantees coverage of key office functions (telephones, photocopying, faxing, courier service)
13. Secures temporary staff on as needed basis and helps to coordinate assignments
14. Assists in the annual financial audit process
15. Coordinates APUA's computer network and acts as liaison to IT provider
16. Coordinates the Personnel Recruitment Process for APUA
17. Updates APUA's database as needed
18. Coordinates the mailing of newsletters
19. Performs other duties as assigned

Additional Qualifications:

- *A four-year college or Associates degree
- *Possesses prior comparable experience in fast paced Business, Academic or Scientific area
- *Strong computer skills (particularly Quick Books or other GL package, Word, Excel, Access, Power Point and the internet)
- *Professional manner
- *Excellent communications, organizational and interpersonal skills
- *Flexible and able to work with minimal supervision
- *Detail oriented
- *Stable work history
- *Able to work Monday through Friday

How to Apply:

Please forward cover letter and resume/CV c/o Human Resources by email to: apua@tufts.edu.
No phone calls please.