

## **Administrative Assistant**

The Space Science Institute (SSI) is seeking a flexible problem solver with a detail-oriented mindset to support the administrative functions of the Business Office. The desired candidate is a self-starter, skilled at developing effective working relationships both remotely and in person.

This is a full-time position in a business casual, dog friendly environment. Annual salary is \$45 – 50, 000, commensurate with experience.

### **The position will:**

- Ensure general coordination of the office and serve as primary liaison between company headquarters and remote employees, providing information, answering questions and responding to requests.
- Maintain vendor contracts and relations, facilitation of office functions and services
- Perform a variety of administrative duties, such as generating and distributing the monthly newsletter, recording minutes of monthly all-staff meetings, maintaining current contact lists for affiliates/vendors
- Provide admin/clerical support to the AP/AR, Grants and Contracts functions.
- Schedule and track meetings and appointments, book flights and travel arrangements
- Coordinate reservations and shipping for trade show booths
- Perform data entry and maintenance functions for various databases

### **Successful candidate will possess:**

- Proven administrative/office management experience
- Proficient with MS Office suite, with the aptitude to learn new software and systems.
- Excellent communication, organization, proofreading and time management skills, comfort with multi-tasking
- Solid interpersonal skills with a strong customer service focus
- Experience developing internal processes and systems
- Ability to demonstrate confidentiality and adapt to changing situations with professionalism and discretion.

SSI offers a comprehensive benefits package including health/dental/vision with HSA and FSA options. Life, AD&D, short-term and long-term disability coverage. Generous employer match provided with our 403(b) retirement plan. SSI appreciates a healthy work-life balance, offering 10 paid holidays, vacation, and sick leave.

### **To Apply:**

Please email resume, cover letter (detailing relevant experience), and 3 references to the attention of Ria Barrows at [jobs@spacescience.org](mailto:jobs@spacescience.org).

Only individuals selected for interviews will be contacted. Inquiries from direct applicants are preferred, no recruiters or phone calls please.

SSI is a non-profit, public benefit corporation and operates as an equal opportunity employer. To learn more about our mission, please visit [www.SpaceScience.org](http://www.SpaceScience.org).