

## ADMINISTRATIVE ASSISTANT

### Organization Summary

The Gretchen Swanson Center for Nutrition is a non-profit research and evaluation organization focused on improving health and well-being by providing scientific expertise and partnership in the key public health areas of childhood obesity prevention, local food systems, and food insecurity. The Center was founded in 1973 as the first center in the United States focused on addressing nutrition disparities through health-related research. The Center currently operates with an adaptive approach that extends its reach both locally and nationally by providing research and evaluation services to communities, non-profits, academic and government institutions, and policy makers. For more information about the Center, please visit [www.centerfornutrition.org](http://www.centerfornutrition.org).

### Job Summary

The Administrative Assistant serves as an integral member of the team by completing a wide range of tasks in support of both the Center and its leadership team.

### Job Duties and Responsibilities

- Serve as the initial point of contact for clients and visitors, whether by phone, email, or walk-in.
- Greet guests and direct them to the appropriate party in a timely and professional manner.
- Answer, screen, and transfer incoming phone calls while providing basic information when needed.
- Receive and sort daily mail and deliveries; maintain postage machine and coordinate outgoing deliveries.
- Oversee the ordering, receiving, stocking, and distribution of office supplies.
- Coordinate important events and meetings by preparing rooms, printing materials, and arranging catering services.
- Create and continually update standard operating procedure documents that provide step by step guides for Center processes.
- Assist in drafting, proofing, and sending various meeting notes and communications.
- Copyedit project deliverables by reviewing and editing report and branded drafts.
- Coordinate travel arrangements by booking flights, reserving hotels, ordering ground transportation, preparing expense reports, processing reimbursements, and printing travel itineraries.
- Develop and maintain electronic filing system by collecting, sorting, scanning, saving, reorganizing, and shredding documents.
- Oversee time card and travel expense logs by setting up timesheet designations, entering data, compiling hour allocation, producing reports, and reconciling balances.
- Arrange for building maintenance, office technology support, and new equipment when necessary.
- Provide general office support by watering plants, managing key card access, ensuring office cleanliness, and occasionally ordering lunch, picking up lunch, and running errands.

### Preferred Qualifications

- Three years of experience in an administrative assistant, office assistant, or executive assistant role.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Excellent interpersonal and customer service skills.
- Strong written and verbal communication skills.
- Strong organizational, planning, and time management skills.
- Ability to multi-task and prioritize in order to meet deadlines.
- High level of attention to detail and ability to problem solve.
- Ability to work in a fast-paced team environment.
- Ability to demonstrate a high degree of discretion and maintain confidential information.

### Salary

Commensurate with experience. Competitive benefits package provided.

### Job Type

This is a full-time position.

### How to Apply

Interested individuals can apply by emailing their resume and cover letter to Leah Carpenter, Associate Director, at [lcarpenter@centerfornutrition.org](mailto:lcarpenter@centerfornutrition.org). Please note that if you apply on CareerLink, you must still email your resume and cover letter to Leah Carpenter at the email address provided.