

Administrative Assistant

Supervisor: Curator of Life Sciences

FLSA Status: Non-Exempt

POSITION PURPOSE: Provides administrative support to the Curator of Life Sciences.

ESSENTIAL FUNCTIONS:

- Prepare draft minutes and disseminate meeting notes of Life Science meetings.
- Maintain Curator's working schedule and calendar maintaining the orderliness and confidentiality of appointments and provide timely reminders to ensure Curator is aware of scheduled appointments.
- Prepare documents and create spreadsheets as requested by Curator.
- Relay and respond to requests for appointments and general inquiries made by both internal and external parties.
- Provide support and perform special projects as designated.
- Order and maintain all office supply inventories.
- Performs filing, copying, faxing and other clerical duties.
- Assists staff as needed in a pleasant, professional and courteous manner.
- Performs other duties as assigned.

Knowledge & Skills:

- Detail oriented and organized.
- Strong communication skills
- Excellent telephone etiquette and effective listening skills required
- Computer proficiency with MS Office.
- Able to work under pressure and meet critical deadlines.
- Experience in biology, zoo operations, and/or animal background preferred.

Mental - Requires a high degree of attention, concentration, experience, creativity and judgment to plan and accomplish goals. Ability to think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships, communicate effectively.

Physical – Requires walking / standing; lifting, stooping, forward bending, crouching and sitting.

Environmental - Requires capability of performing essential job functions in an office environment with climate control and good lighting.

Manual Dexterity - Requires ability to operate telephones, facsimile machines, computers and other general office equipment, to record written information and maintain files.

Audible - Requires the ability to communicate verbally with employees, high-level officials and technical professionals in person and via telephone.

Visual - Requires the ability to operate office equipment including computers and read written instructions and other documentation.

The above description is intended to describe the general content, identify the essential job functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.