Administrative Assistant

**Organization:** Georgia Tech Foundation, Inc.
**Job Title:** Administrative Assistant
**Department:** The Office of Administration
**Job Location:** 760 Spring Street NW, Suite 400, Atlanta, GA 30308

**Job Description:** The Administrative Assistant is responsible for providing customer service for the Georgia Tech Foundation and administrative support to the Chief Administrative Officer. The Georgia Tech Foundation invites applications and nominations for the position of Administrative Support Professional. The Administrative Assistant is directly responsible for providing excellent customer service for the Foundation and administrative support to the Chief Administrative Officer. This position reports directly to the Chief Administrative Officer, Pat Wichmann.

Successful candidates must have an Associate or Bachelor degree and 3-5 years of related experience, or the equivalent combination of education and experience. Desired qualifications include: high computer proficiency in Microsoft Office Suite, Office 365, and Adobe Acrobat. Familiarity with the Adobe Creative Suite is a plus. Additionally, the candidate must be detail-oriented with the ability to work in a fast-paced environment with demonstrated ability to successfully juggle multiple competing tasks and demands with interruption. Occasional Evening work or weekend work and travel may be necessary around quarterly board meetings.

Candidates meeting the minimum requirements are encouraged to submit via e-mail to jobposting2018@gtf.gatech.edu 1) a letter of application, 2) curriculum vitae/resume, and 3) contact information for three professional and two personal references. Review of applications will begin immediately. The anticipated start is negotiable.

The Georgia Tech Foundation has been serving Georgia Tech and higher education in the State of Georgia since 1932. The Foundation is an Equal Employment Opportunity employer and offers a dynamic academic environment with competitive salary and benefits. The selection process will include successful completion of a pre-employment background and screening.
Description

Areas of involvement include event planning, answering phones, delivering and processing mail, scheduling conference rooms, reports, check requests, purchase orders, filing, making travel arrangements, and budget updates. Strong customer service, strong computer skills, and the ability to multi task are required. Some evening or weekend work may be necessary. A cover letter is required with each resume.

This position will interact on a consistent basis with the Chief Information Officer and the Chief Investment Officer. This position will report directly to the Chief Administrative Officer.

Key Responsibilities

- Maintain and reconcile financial records.
- Make travel arrangements and maintain reimbursement documentation.
- Answer and process phone calls in a professional and courteous manner.
- Develop multi-media presentations and web pages in support of projects.
- Maintain all office equipment, supplies, and operation material including: copy machines, postages meters, printers, and fax machines.
- Process and distribute year-end tax letters, annual letters, as well as other letters and packages.
- Perform related duties as assigned.

Qualifications

Education

Associate or Bachelor degree and/or five years related experience; or equivalent combination of education and experience.

Experience/Required Skills

- Four or more years of administrative assistant/customer service experience required.
- Preferred related experience within Accounting or Business fields.
- Proven effectiveness in working within a group to meet an ultimate goal as well as strong time management skills within projects.
- Must have high-level interpersonal and communication skills with the ability to handle sensitive and confidential situations with poise, tact, and diplomacy.
- Must be detail-oriented and able to work in a fast-paced environment with demonstrated ability to successfully juggle multiple competing tasks and demands.
- Basic bookkeeping skills with proficient knowledge of MS Word, MS Excel, and PowerPoint.

Direct report to Administrative Officer for the following responsibilities:

- Centralized phone receptionist for all calls to the Foundation
- Greeting visitors
- Program Lobby plasma screen
- Prepare check requests and maintain software for Administrative budget
• Mail Distribution GTF Offices – incoming and outgoing
• Order office supplies and maintain inventory
  o Purchase beverages for meetings
• Schedule conference rooms for GTF and outside groups
  o Coordinate setup as requested
• Coordinate Foundation repairs/replacements with Building Maintenance supervisor
• Oversee Break Room supplies (coffee service, plastic ware) and staff maintenance schedule
• Schedule replacements when away from Front Desk
• Assist with Football Suite
  o Prepare invitations and notices to trustees and guests
  o Order supplies and pick up or arrange for delivery as needed
  o Stock suite with beverages and set up for game day.
• Assist with planning and coordination of special Foundation events
• Coordinate Institute and Foundation flower requests & memorial contributions
• Assist with preparation of materials for quarterly Board of Trustees meetings and monthly Executive Committee meetings.

Responsibilities for **Assistant to Chief Investment Officer and Chief Information Officer:**

• Files (develop, file, recall and understand)
• Quarterly Report – help put together
• Correspondence
• Copy work
• Mail follow through (incoming and outgoing)
• Order Office supplies through appropriate channel
• Prepare check requests
• Travel planning assistance
• Check requests
• Additional administrative support when needed