

STAFF SUPPORT ADMIN

SAE & Associates | Based In New York City Metropolitan Area • Remote

SAE & Associates works with local and national health and behavioral health care providers to develop resources and programs providing services to vulnerable populations, including those experiencing homelessness, at-risk youth, those with substance abuse or mental illness, persons living with HIV/AIDS, children and families, and persons currently or previously involved in the criminal justice system. We do this through excellent, teams-focused grant and proposal writing, program evaluation, parity & compliance, and population health management.

OUR IDEAL CANDIDATE

We are seeking a bright, interested, highly organized, detail oriented and diligent staff support person, part- or full-time, to support the daily activities of the office that are integral to our operations. We are a small, dedicated team of professionals, and offer an exciting opportunity for the right candidate who is looking for part- to full-time employment working remotely. The ideal candidate will have a minimum of two years of direct experience as an Administrative Assistant.

Specific experience demonstrating excellent written and verbal communications skills, and the ability to prioritize tasks and responsibilities is required.

RESPONSIBILITIES

Provide administrative support to office operations, scheduling meetings, maintaining the office calendar, filing, ordering and monitoring office supplies, mailing, making travel arrangements, handling registration to events, providing support to marketing activities (website, blog, and social media) and other administrative tasks as assigned.

REQUIRED SKILLS

- Ability to schedule meetings in a professional manner, and to manage a high volume scheduling calendar for multiple people

- Superb phone etiquette, with the ability to communicate effectively and professionally with internal and external stakeholders
- Ability to organize, manage and prioritize multiple tasks efficiently and on time, and ability to demonstrate sound judgement with competing priorities
- Strong written and oral communication skills, with great attention to detail; and ability to draft and copy edit material
- Internet research skills
- Intermediate to advanced use of MS Office Programs
- Supportive of internal and external culture of embracing diversity and inclusion, with all convergent and divergent ideas and perspective, to ensure respect and value.

OTHER REQUIREMENTS

- Bachelor's degree
- Minimum two years of relevant administrative assistant experience
- Reliable and self-motivated
- Impressive interpersonal skills and a cheerful, professional demeanor
- Ability to work well independently as well as cooperatively with others
- Ability to troubleshoot typical office technology issues: printing, converting documents, email issues
- Flexibility to take on whatever task may come up

How To Apply

Please visit our website at www.saeandassociates.com to get a feel for what we do.

Email your CV with cover letter to info@saeassociates.com. Add 'Support Staff' in the subject line.

We will respond only to those with the requisite experience and with whom we are interested in speaking further. No phone calls please.

Thank you, SAE & Associates, LLC