



Administrative Assistant

Job Description

We are looking for a detail-oriented and organized Administrative Assistant to join our team. As an Administrative Assistance you will be responsible performing various administrative tasks to support the daily operations of the museum. You will assist the Executive Director and other team members, to help ensure the Museum operates efficiently

Key Responsibilities

Perform administrative duties as directed by the Executive Director, to include providing receptionist duties, preparation of documents and reports and presentations, handle incoming correspondence and respond to emails and inquires.

- Maintain and update files and records including confidential information.
- Assistance in the preparation of financial report and budgets.
- Schedule and coordinate appointments and meetings
- Responsible for taking and preparing minutes of meeting.
- Coordinate and assist with the organization with the Museum's events, meetings, and conferences.
- Respond to inquiries from the public, interest groups and vendors.
- Participate in various special projects and assignments as needed.
- Order and maintain office supplies and equipment.
- Other tasks as required

Qualifications

High school diploma or equivalent required; associate or bachelor's degree preferred.

Minimum of 4 years in an administrative role. Previous experience working in a museum or Non-profit organization desirable.

- Excellent time management, work management and organization skills
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Previous experience in preparing official reports and documentation.
- Ability to maintain confidentiality and handle sensitive information.
- Work independently and as part of a team.
- Strong work ethic, detailed-oriented with strong problem-solving skills.
- Ability to multitask and prioritize competing demands.
- Excellent verbal and written communication skills
- Extensive professional knowledge, administrative knowledge, and skills.

Working Environment

This is a full-time position that operates in a museum setting. The Administrative may be required to work extended hours or weekends as needed, to meet deadlines or complete special projects. The position may also require occasional lifting of up to 25 pounds.

To apply, please send resume to: hrafricvillemuseum@gmail.com