

JOB DESCRIPTION

Administrative Assistant

Mission

The Hepatitis B Foundation (HBF) and the Baruch S. Blumberg Institute (BSBI) are two nonprofit organizations dedicated to finding a cure and improving the quality of life for those affected with chronic hepatitis B worldwide. They are located at the Pennsylvania Biotechnology Center (PABC) in Doylestown, PA.

HBF, BSBI and PABC are mission-driven small nonprofits that foster a culture of collaboration, professional and personal growth. This is a chance to be part of a highly impactful, creative, supportive, and welcoming team. Salary is commensurate with experience, and HBF/BSBI/PABC offer an excellent benefits package.

Job Description

The Administrative Assistant provides support to the Presidents of three collaborating nonprofit organizations (President of PABC/CEO of all three orgs, President of HBF, President of BSBI); and provides administrative needs for the HBF, BSBI and PABC as described below. This is a full-time position at 40 hours per week, with possibility for some remote work.

Qualifications

- Associate's or Bachelor's degree in business administration, nonprofit management, or related field
- 2-3 years' experience in administrative coordination, nonprofit preferred
- Exceptional organizational, multi-tasking, time management and resource management skills
- Extremely effective verbal and written communication skills
- Excellent attention to detail and strong problem-solving skills
- Mastery of computers, especially MS Office Suite – strong working knowledge of video conference platforms, and strong comfort level learning and managing new technology platforms
- Ability to plan for and keep track of multiple projects and deadlines
- Strong interpersonal skills, ability to work collaboratively and comfortably in a fast-paced environment
- Highly dependable and trustworthy, ability to multi-task and work on deadlines
- Excellent interpersonal skills, finds satisfaction in being part of a team, and succeeds in a fast-paced environment

Major Areas of Responsibilities

- Support senior management with scheduling, calendar management, travel coordination, copying, mailing and credit card statements, as needed
- Assist with paperwork as needed, including formatting documents, correspondence, and invoices
- Order and keep track of office supplies and branded materials
- Answer phones, triage phone and email messages for office helpline
- Zoom coordination
- Order and keep track of office supplies and branded materials
- Coordinate periodic internal team meetings – including arranging travel and food
- Order lunches and setup food as needed, periodically, for small meetings
- Manage communication for special groups/projects
- Perform other duties as may be required to fulfill the mission of the HBF and BSBI
- Periodic (few times a year) weekend and evening hours

The BSBI is an "At Will" and Equal Opportunity Employer

PLEASE SEND COVER LETTER, RESUME AND SALARY REQUIREMENTS TO JOBS@HEPB.ORG