

Date: December 19, 2018
Position: Administrative Assistant
Type: Part-time (20-25 hours per week)
Location: Memphis, TN
Salary Range: \$12 - \$14 per hour

Established in 1983, CUSEC is a partnership of the federal government and the eight states most affected by earthquakes in the central United States. Our mission is to help reduce deaths, injuries, property damage and economic losses resulting from earthquakes by serving as a coordinating hub for the multi-state efforts of the central region.

We are currently seeking a responsible front-desk administrative professional who will provide support to management and staff and manage CUSEC's general administrative activities.

Responsibilities:

- Providing administrative and clerical support to the executive director and staff.
- Making meeting travel/lodging arrangements for CUSEC staff and outside attendees
- Supporting meeting planning tasks such as printing, name badges, participant registration/rosters, hotel/meeting venue coordination, etc.
- Maintaining filing system, including scanning documents for electronic folders.
- Updating and maintaining multiple contact lists and calendars.
- Transcribing meeting minutes/notes.
- Greeting and providing assistance to visitors
- Answering and directing phone calls.
- Managing incoming/outgoing mail and shipping/receiving.
- Keeping office supplies, cold drinks and other supplies stocked.
- Arranging for building services, repairs and maintenance, such as water delivery, mowing, landscaping, plumbing, etc.
- Updating asset inventory control system.

Requirements:

- 3-5 years' experience as an administrative/executive assistant.
- Professional demeanor and good telephone manners.
- Working knowledge of office equipment such as computers, printers and copiers, and knowledge of office systems and procedures.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Excellent written and verbal communication skills.
- High school diploma minimum, Associates Degree or higher preferred.

Please send a cover letter with a resume and three professional references to cusec@cusec.org.