

OPEN POSITION

Administrative Assistant
Part-time 25 Hours
Facilities & Purchasing Department

This position requires an experienced administrative support person who is organized, responsible and able to handle multiple tasks simultaneously. The ability to prepare reports, documents and spreadsheets using the Office suite of tools (primarily Word and Excel) is essential. A strong desire and ability to learn quickly are very important.

DUTIES AND RESPONSIBILITIES:

- Provide general administrative support for various department activities
- Assist with purchasing of office supplies, promotional items and subscriptions
- Provide telephone (including switchboard) and office coverage
- Assist with preparation and monitoring of department and project budgets
- Responsible for setup and preparations for management meetings, ABC/ECBT and other special events, as required
- Perform other duties as assigned

QUALIFICATIONS:

- Skill in compiling, accurately recording and organizing information
- Strong computer skills with proficiency in Microsoft Office, internet and electronic mail
- Ability to work independently and also as a team member
- Ability to communicate clearly and concisely, verbally and in written form
- Strong ability to work on multiple projects simultaneously
- Ability to assist/cover for others in the department

EDUCATION and/or EXPERIENCE

A minimum of two years administrative support experience required. Some college education or equivalent preferred.

The AMS provides excellent benefits. Interested applicants should send cover letter, resume and salary requirement to:

Human Resources – Position Code: 0620.05
American Mathematical Society
201 Charles Street
Providence, RI 02904-2294
e-mail: resumes@ams.org