



CAREER OPPORTUNITY

Administrative Assistant

(full-time, exempt)

Position Summary:

Hands On! is seeking a friendly and well-organized professional to work within an interactive children's museum environment. The Administrative Assistant is primarily responsible for providing administrative support to the Executive Director and the Museum Leadership Team. This position is scheduled to work from 8:30am - 4:30pm, Monday - Friday with some variation dependent upon the museum's schedule.

Duties include, but are not limited to: answering the telephone and following up on messages, coordinating reservations, preparing invoices/purchase orders, scheduling meetings, managing calendars, assisting with marketing initiatives, organizing filing systems, developing monthly reports, managing database systems, maintaining inventory of office supplies, and assisting with the planning and implementation of fundraising events.

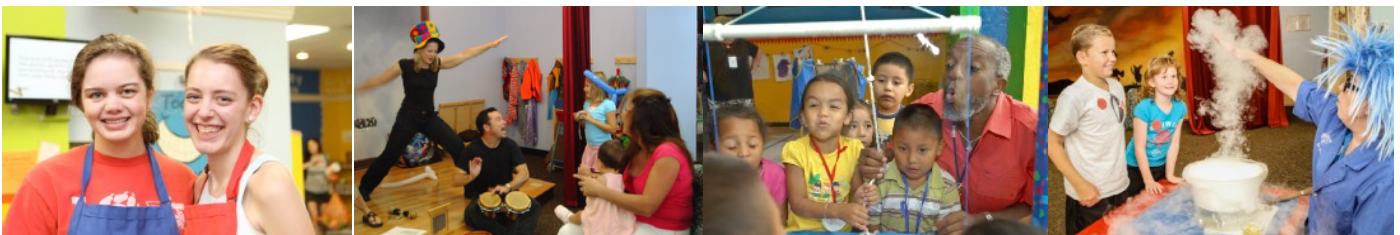
Work Environment & Physical Demands:

The Administrative Assistant typically works within the museum's administrative offices. At times this position works on the museum floor, which is a fast-paced and moderately loud environment. The Administrative Assistant must regularly move and/or lift up to 20 pounds, in addition to standing and walking for long periods of time when necessary.

Desired Qualifications:

- STRONG problem solving and organizational skills.
- Previous experience in an office management/administrative support role.
- Ability to work independently with attention to detail.
- Superb oral and written communication skills.
- Proficient in the use of the Microsoft Office Suite and Google Mail/Calendar.
- Friendly and dynamic personality/professional demeanor.
- A love and desire to work with and around children.

DEADLINE TO
APPLY
January 16, 2019



READY TO APPLY?

Please send resume and three references to joseph@handsonwnc.org.

No phone calls, please. Position open until filled.