



360 Pear Blossom Drive, Edison NJ 08837 [www.janj.org](http://www.janj.org)

### Administrative Assistant

**Reports to** President  
**Position Available** Fall 2018  
**Compensation/Benefits** Salary/Medical Benefits / Full-Time / Career Advancement Opportunities

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#### Company Summary:

JA of New Jersey's purpose is to inspire and prepare young people to succeed in the global economy. JANJ reaches 80,000 students annually in relevant, hands-on learning experiences that develop readiness for careers or college, teach young people to manage their money and plan for their future, and be entrepreneurial. JANJ offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people.

**Position Summary:** As Administrative Assistant, ensure internal operations run smoothly by serving as right-hand to the president. Must be able to work from Edison office Monday through Friday.

#### Position Responsibilities:

##### Administrative

- Coordinate and confirm meetings for senior leadership / Manage president's calendar
- Maintain board docs and manage state board correspondence
- Prepare packets for board meetings / confirm meeting attendance
- Provide customer service and support via telephone and other communications
- Assist with bulk and direct mail projects

##### Financial

- Manage credit card receipts for senior leadership
- Oversee processing of financial gifts to BCRM data base / help to send acknowledgement letters for donations
- Follow up on United Way/employee giving campaign donations / matching gift forms
- Manage gift spreadsheets
- Coordinate check signatures and mailing of checks to vendors for accounts payable
- Collect monthly expense reports and audit staff expense reports for accuracy
- Be the petty cash custodian

##### Internal/General Office Management

- HR: Maintain attendance / vacation records / coordinate monthly staff meetings
  - Assist as backup to Facilities Director to trouble shoot / maintenance office equipment
  - Manage technology log for staff equipment
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#### Competencies/Qualifications:

- Ability to take initiative, function independently, and proactively anticipate needs
  - Exhibits excellent organizational, interpersonal, oral/written skills
  - Ability to prioritize and complete multiple tasks in a skillful and timely fashion
  - Attention to accuracy and detail
  - Ability to work with external stakeholders and consultants
  - Attend JA events and meetings, including hours beyond traditional workday
  - Ability to work on multiple projects under deadlines
  - Commitment to the values of the organization's mission
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#### Education/Experience Preferred:

- △ Two or four year college degree / experience in office setting
- △ Knowledge with database management / competency in Microsoft Word, Excel & Outlook required

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.