

Job Title: Office Administrative Assistant
Department: Operations Staff
Status: Full time, non - exempt

The Lymphoma Research Foundation (LRF) is the nation's largest non-profit organization devoted to funding innovative research and serving the lymphoma community through a comprehensive series of education programs, outreach initiatives and patient services. LRF's mission is to eradicate lymphoma and serve those touched by this disease. To date, the Foundation has awarded approximately \$60 million in lymphoma-specific research.

The Foundation seeks a highly organized and responsible Administrative Assistant (AA) to manage the day-to-day operations of its office. The AA will develop organizational processes and systems for office personnel, including answering the main office phone line and handling general calls; sending, receiving and distributing mail; managing office and kitchen supplies; vendor relations; office maintenance; new employee orientation; and office technical support. The AA will also have administrative responsibilities for the Foundation.

Office Administrative Duties

- Manage reception area and main phone line; respond to telephone inquiries and take messages in a professional manner including management of the organizational voice mail system.
- Organize and document office operations and procedures (i.e., conference room reservation system, document storage protocol); ensure these procedures are being followed by staff.
- Coordinate with IT vendor and IT department on all office equipment and technology service; Monitor and maintain office equipment and arrange/replace as needed.
- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.)
- Schedule regular all-staff meetings and other in-house or off-site activities such as presentations and celebrations; maintain LRF calendar of events and provide reminders to staff.
- Maintain staff attendance and vacation records.
- Manage staff onboarding process for new hires, including paperwork, phones, email setup, computers, etc.
- Assist in the management of the Combine Federal Campaign applications and states registration filings.
- Keeps management informed by preparing, reviewing, analyzing trends related to office expenses to promote and enhance operational performance.
- Assist Chief Executive Officer (CEO) and Senior Director of Finance (SDF) with business procurement and cost research as needed.
- Assist CEO and SDF with special projects as needed.
- Coordinate and order kitchen and office supplies.
- Responsible for keeping common areas (reception area, conference rooms, kitchen and storage room) organized, clean and tidy.
- Responsible for account payable process for certain office expenses such as Fed-ex, office supplies, telephones as well as mailing of all checks.
- Initiate contact with or respond to outside agencies upon receipt of correspondence as required or instructed.
- Other administrative duties and projects as assigned.

Office of the CEO Duties

- Assist the CEO with formal communication, document preparation, meeting execution and projects that relate to the management of the LRF Board of Directors (BOD).
- Maintain and update schedule for BOD and BOD Committee meetings and teleconferences.
- Monitor and maintain meeting, project, reporting, and deliverable timelines as needed. This includes all major timelines related to BOD management.
- Coordinate meeting logistics for internal and external meetings for CEO.
- Design and layout documents and informational materials (PowerPoint presentations, memoranda, etc.).
- Compose general hardcopy and email correspondence.
- Schedule conference calls and meetings; assist with maintaining calendars and scheduling as needed.
- Manage CEO expenses and reimbursements.

Candidate Qualifications

- Bachelor's degree
- Proficient computer skills, including Microsoft Office Suite
- Prior experience handling office responsibilities, experience in customer service, or a related field
- Excellent written and verbal communication skills; proficient in English-language business writing
- Highly organized multitasker who works well in a fast-paced environment
- Basic knowledge of accounting a plus
- Basic knowledge of information technology a plus

Interested candidates are asked to send a cover letter, resume via e-mail to:
cflores@lymphoma.org with "Office Administrative Assistant" in the subject line.

Please note that all applicants invited to participate in the interview process will also be required to complete an application and are subject to a background check.