



THE WOODS HOLE RESEARCH CENTER
Finance & Administration Assistant
Job #MPAS01

SUMMARY: The Woods Hole Research Center seeks an experienced full-time administrative professional as Assistant to the VP-Director of Finance & Administration (DOF). The successful candidate will provide comprehensive clerical and administrative support to the Director and will work in tandem to ensure that business systems are in place and utilized to maintain an efficient workplace for all. The position will maintain databases of contracts, subcontracts and MOUs, ensuring that bid and quotation processes are documented and that documents are fully executed and filed. The successful candidate will support board committees and activities, particularly Finance and Investment. The individual will assist the DOF in the preparation and review of budgets. Systems relating to record retention, data privacy, corporate risk management (insurances) will be within the Assistant's purview. This position requires interpersonal skills, a professional demeanor and proficiency in Word, Access, Google Docs and Excel (Windows and Mac) and management of databases and/or records as needed.

Responsibilities: The successful candidate will:

- Provide administrative and clerical support for the Director of Finance & Administration. Front line interaction with vendors, partners, and other business associates. Liase with Accounting Department for all related matters (accounts payable, contracts, sponsored research, level of effort tracking.)
- Draft internal and external communications as needed.
- Manage work flow, signatures, obligating documents, legal and compliance correspondence and filing.
- Design and implement office and administrative systems.
- Assist the DOF with project management including budgeting, forecasting, planning and new systems implementation.
- Handle confidential information with complete discretion.
- Maintain tools including source lists, tracking databases, staff and board lists, shared-contacts and other key office information.
- Quarterly report preparation and maintenance for the board, bank and other constituencies.
- Work with Sponsored Resesearch Office to process grant proposals and awards.
- Serve as a representative of WHRC with vendors, visitors.

Qualifications and Experience:

- Bachelor's degree preferred, with outstanding skills in Word, Excel (Windows/Mac), PowerPoint, Access and Google Docs
- Exceptional organizational talent and excellent written and oral communication skills
- Paralegal experience and notary licence helpful
- Experience in performing tasks in a multi-operating system environment (Windows and Mac)
- Ability to work well independently and as part of a dynamic team in a constantly evolving environment with people of diverse backgrounds, cultures and nationalities

Application deadline: July 18, 2014.

Desired Start Date: August 1, 2014

Salary Range: Commensurate with experience, with full benefit package, exempt position

Application Instructions: To apply, please send cover letter referencing **Job # MPAS01**, curriculum vitae, and contact information for three references to jobopenings@whrc.org.