



Administrative Assistant / Office Manager

Institution: Naval War College Foundation, Inc.
Location: Newport, Rhode Island
Posted: 12/06/2021
Application Due: Open Until Filled
Type: Full-Time, Senior Level

DEPARTMENT: Naval War College Foundation, Inc.
REPORTS TO: Chief Executive Officer (CEO)
SALARY INFORMATION: Commensurate with experience
BENEFITS ELIGIBLE: Yes

PURPOSE:

The Naval War College Foundation, Inc., is constituted exclusively for charitable educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, specifically to solicit, receive, administer, and donate funds and property for the encouragement, support, and furthering of the traditions of the U.S. Naval War College, located in Newport, Rhode Island. Support provided by the Foundation enhances the capabilities of the U.S. Naval War College to execute its mission of providing advanced professional education in the science of naval warfare and related subjects to officers of the U.S. Navy, other U.S. armed forces and government agencies, and selected senior foreign naval officers in residence, and for the improvement and beautification of the physical facilities of the College. The Foundation is an equal opportunity organization and abides by all government regulations concerning equal opportunity and non-discrimination.

POSITION SUMMARY:

Reporting to the Chief Executive Officer, the Administrative Assistant / Office Manager will provide administrative support to ensure efficient office operations. He/She will support senior staff and employees through a variety of tasks related to operations and communications. He/She will be responsible for handling confidential and time sensitive information.

RESPONSIBILITIES:

- Take accurate minutes of meetings;
- Oversee Google Suite platform and manage users, accounts, calendars, and documents;
- Organize and schedule appointments;
- Serve as administrative liaison to Board of Trustees and related committees;
- Draft and distribute email, correspondence memos, letters etc.;
- Assist in preparation of regularly scheduled reports and presentations;

- Create and maintain filing systems, both electronic and physical;
- Update and maintain documentation of office policies and procedures;
- Oversee preventive maintenance, upgrades, and inventories on office equipment;
- Handle sensitive information in a confidential manner;
- Oversee and implement efficient and effective running of office; office troubleshooter;
- Implement clerical duties and administrative processes;
- Assist with CRM data entry and reports; and
- Assist with other duties, as assigned.

REQUIREMENTS:

- High School Diploma required; Bachelor's Degree preferred;
- Proven experience as an Administrative Assistant and/or Office Manager;
- Knowledge of office management systems and procedures;
- Working knowledge of office equipment, e.g., printers, fax machines, etc.;
- Proficiency in Google Suite, MS Office (Excel, PowerPoint, in particular) and CRMs;
- Excellent time management skills and ability to prioritize tasks;
- Attention to detail and problem-solving skills;
- Self-starter and team player;
- Excellent written and verbal communication skills; and
- Strong organizational skills with demonstrated ability to multi-task.

PHYSICAL DEMANDS:

- Ability to stand for periods of time; ability to move freely about buildings and campus unassisted; ability to lift, carry, push, and pull up to 25 pounds with or without accommodation.

SECURITY SENSITIVE: Yes

Qualified applicants should forward a cover letter and resume via email to careers@nwcfoundation.org.

When responding via email please reference – **Administrative Assistant / Office Manager** – in the subject line.

Please submit documents in Rich Text (.txt) Word document (.doc) or Adobe Portable Document Format (.pdf).

Every effort will be made to acknowledge documents submitted by applicants via email.
NO PHONE CALLS PLEASE.