**Administrative Assistant – MIT Lincoln Laboratory**

**Job Description**

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| The candidate will assist in a variety of daily administrative support tasks. These include preparing and processing administrative web-based forms, answering telephones, maintaining electronic calendars, ordering materials and supplies, sorting area mail, and composing and typing correspondence.  The candidate will enter and track purchasing, weekly/hourly time reports, staff vacation reports, ship order requests, and respond to various purchasing related inquiries. He/she will prepare/edit/coordinate technical material, process items for release review, maintain and create databases, coordinate travel arrangements to include processing expense reports and sending security clearances, and handle classified material. The candidate will set up and coordinate internal and external meetings including ordering catering and registering visitors and will have regular interactions with Laboratory personnel and Sponsors. May provide coverage for absences in other offices, and support other activities such as recruiting and other projects.  Work hours for this position are 8:30 am – 5:00 pm Monday through Friday. |

**Requirements and Experience**

* Highly effective written and verbal communication skills
* Ability to work successfully in a team environment along with effective methods of collaboration and interaction with all levels of personnel and sponsors
* Strong organizational skills with demonstrated ability to perform and prioritize multiple tasks seamlessly and with excellent attention to detail
* Ability to handle private information with discretion
* Ability to obtain and maintain a DoD Security Clearance is required
* High school diploma or equivalent is required, post high school education is preferred
* At least 3 years of directly related experience is required; post high school education will count toward work experience
* Proficiency with Microsoft Office (Word, Excel, PowerPoint) is required
* Familiarity with automated business processes for purchasing, travel, information management, and human resources is preferred

<https://careers.ll.mit.edu/job/IV-Administrative-Assistant-MA/561904900/>