



## **Administrative Coordinator Part-Time**

### **General Requirements:**

This position requires a highly motivated person with good organizational and time management skills. Friendly, courteous demeanor a must for dealing with diverse clientele with a willingness to help wherever needed. Ability to handle a 15-line telephone and answer calls for several societies. Work hours are 8:15 am to 1:00 PM. Facility with Microsoft Office, including Word, Excel, PPT, and basic knowledge of databases preferred.

### **Specific Tasks:**

- ◆ Arrive at 8:15 to fill printer paper cartridges, check outgoing mail, and get ready for the day
- ◆ Turn on the phone promptly at 8:30 am every morning
- ◆ Ability to master advance features of telephone system and its functions
- ◆ Assist HR Director with special projects and corporate activities
- ◆ Assist with electronic calendars for two conference rooms and equipment
- ◆ Assist client teams with administrative responsibilities such as copying, faxing, making packets, etc. as needed
- ◆ Occasionally clear out refrigerators and assist with catered events
- ◆ Sort and process incoming mail and checks; post outgoing mail and packages (USPS and FedEx)

AIM is a dynamic association management company serving 9 scientific societies. We're located in Reston, Virginia one-half mile from the Wiehle Avenue/Reston Silver Line with convenient access to the Toll Road and Fairfax County Parkway. Free parking. For more information about us please visit [www.aim-hq.net](http://www.aim-hq.net).

To apply: Email your resume to [HR@aim-hq.com](mailto:HR@aim-hq.com)