



ADMINISTRATIVE ASSISTANT

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary

The role of the Administrative Assistant is to provide administrative support to the Executive Vice President and Director of Programs. Duties include support for travel, calendaring, filing, mailings, and acknowledgements. The position also assists with programs and events, financial matters, facilitating office operations, and other duties as assigned.

Responsibilities Include (incumbent may perform other duties as assigned):

- Provide administrative support to the Executive Vice President/COO and Director of Programs. Maintain general files and perform routine filing. Create and forward business contacts in Outlook. Schedule appointments, meetings, and other calendar items. Assist with travel arrangements and other paperwork.
- Perform administrative functions including preparing letters, receipts, and other documents. Work with Development Officer to ensure that all donor activity is dealt with in an accurate and timely manner including entering gifts and pledges into the database, sending thank you notes, pledge cards, etc. Assist with development activities by helping with proposal efforts, producing, and fulfilling mailings. Assist with mass mailings and monthly membership mailings.
- Assist with Gala assignments as needed and with the coordination of logistical elements of development and other events as directed.
- Assist with accounting duties including preparing check request forms, credit card reconciliation forms and expense reimbursement forms. Make daily bank deposits.
- Provide coverage of the main voicemail line. Provide telephone screening from “operator” calls and forward callers as appropriate. Exercise good judgment when referring calls to the appropriate person. Answer routine questions without passing calls along. Coordinate the recording of all changes to the phone tree and work with IT provider to upload the changes.
- Distribute mail and review with others as directed. Ensure deliveries are routed appropriately and recipients notified of delivery. Respond to regularly occurring requests for information and fill, ship, and invoice orders for books, videos, directories, and other merchandise orders in a timely manner. Request invoices as needed.
- Assist with human resources duties including serving as point of contact for resumes, posting classified ads, coordinating interviews, preparing, and mailing rejection letters, and assist with the new hire process as directed.
- Order office and commissary supplies.

Experience/Skills Required:

Knowledge, skills, and abilities: Ability to organize and to prioritize work and to act with initiative and excellent judgment required. Candidate should be extremely detail-oriented and possess good interpersonal skills and maintain a level of professionalism when interacting with donors and other constituencies. Candidate must maintain excellent attendance and punctuality. Successful candidate must be a self-starter with flexibility and a willingness to get the job done. Must be able to handle multiple, concurrent tasks in an effective manner. Must be able to work well under pressure. Must possess strong computer proficiency, including experience with database management and advanced knowledge of MS Office.

Education: Bachelor's degree or equivalent professional experience.

Preferred experience: Minimum of five (5) years of progressively responsible administrative support experience, preferably in a law firm, accounting firm, or other professional services.

Physical Demands: While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, walk, and bend. This is a sedentary role; however, some filing, and lifting is required to perform the essential functions of the job. This would require the ability to lift forty pounds, reach and open file cabinets, traverse stairs, and bend and stand, as necessary.

Supervisory Responsibilities: N/A

To Apply

Send cover letter, resume, and salary requirements to:

Administrative Assistant

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please