

NEDCC SEEKS ADMINISTRATIVE ASSISTANT

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking an experienced Administrative Assistant who would be excited to work for a mission-oriented nonprofit that serves libraries, archives, and museums.

Responsibilities

The Administrative Assistant reports directly to the Executive Director, and is responsible for:

- providing customer support, which consists of handling client inquiries, preparing correspondence, processing credit cards, querying the client database, coordinating with staff, and participating in internal project management meetings;
- typing proposals and cover letters using customizable word-processing and spreadsheet templates;
- performing final quality review of project files and records prior to billing;
- coordinating Board of Directors and Advisory Committee meetings, setting up the conference room/IT, and taking minutes;
- maintaining accurate records in the project management system (QuickBase);
- filing and maintaining administrative, corporate, and client records;
- cross-training with and providing back-up coverage for other administrative staff; and
- performing special administrative projects.

Qualifications

Qualified applicant will possess work experience in a professional office environment and will be proficient with Microsoft Word 2010, Microsoft Excel 2010, Microsoft Outlook 2010, and Adobe Acrobat. Excellent organizational and time-management skills are required, as well as client confidentiality. The ideal candidate will have experience providing administrative support at a law, accounting, or real estate firm assisting with document preparation and interacting with clients. Salary will be commensurate with experience. Only persons with the legal right to work in the United States are eligible.

About NEDCC

Founded in 1973, the Northeast Document Conservation Center is the first nonprofit conservation center to specialize in the conservation and reformatting of paper-based materials. NEDCC's mission is to improve the preservation efforts of libraries, archives, historical organization, museums, and other repositories; to provide the highest quality conservation and reformatting services to collection-holding institutions and private clients; and to provide leadership in the preservation, conservation, imaging, and audio fields. Its services include book, paper, and photograph conservation; digital reformatting; assessments and consultations; disaster assistance; and workshops and conferences. NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit www.nedcc.org.

Application Process

NEDCC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Salary and benefits are competitive. This position will remain open until filled. To apply, please send resume, cover letter, and contact information for three references in PDF format to Bill Veillette, Executive Director, bveillette@nedcc.org.