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| **Position Title:** | Administrative Assistant |
| **Position Number:** | 7002 |
| **Reports To:** | Assistant Director, Operations |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The Administrative Assistant will be responsible for full administrative tasks on the 1st flow of the John F. Kennedy Medical Center of the Prevail JFK Site.

**Description of Responsibilities:**

* Will provide administrative support to direct supervisor or the Site Manager as well as multiple Senior Staff members and their immediate teams.
* The Administrative Assistant will schedule and maintain busy calendar and travel itineraries when necessary, as well as arrange and coordinate meetings.
* The Administrative Assistant will have the ability to interact professionally with Senior Executives, Middle Management, Members of the Project, visitors, providers, participants, guests, vendors, etc.
* The Administrative Assistant will assist in time reporting management, expenses, perform administrative and clerical duties and prepare correspondence as deemed necessary.
* Administrative Assistant will perform regular inventory checks and order supplies as needed.
* The Administrative Assistant will exercise sound judgment and discretion when handling sensitive matters, arrange essential incoming items in priority action order, and manage deadlines on incoming requests to successful completion.
* Perform all other duties as required by the Project Coordinator or her client.
* Other duties as assigned

**Skills**:

* Proficient in communication skills both written and verbal: spelling, vocabulary and grammar.
* Attention to detail is a must.
* Ability to establish and maintain office records and files.
* Ability to understand and follow complex oral and written instructions.
* Ability to perform a variety of important, sometimes urgent, confidential and complex tasks.
* Time management skills are required to prioritize assignments and deliver projects within required schedules.
* High energy level, strong work ethic and extroverted.
* Proficient in Microsoft Office, especially in Word, Excel, and PowerPoint.
* Ability to mail merge in Word/Excel set up formulas in Excel and layout in PowerPoint is required.

**Qualifications**

* **Education:** Bachelor’s or equivalent in related field.
* **Additional Eligibility Qualifications: Fully bilingual – reading, writing and speaking – in English and Spanish.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application