



Executive Assistant

Position Number: EA – 07.24

Cancer Research and Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer and other diseases through the application of biostatistical principles and data management methods.

Position Summary:

The Executive Assistant will oversee all aspects of administrative support for the organization, perform administrative tasks, including oversight and direction for office facilities management, and provides multiple levels of advanced executive support to the CEO. The position requires an experienced individual who is self-motivated, detail-oriented, organized, has strong critical thinking and problem solving skills, and is able to multi-task. The Executive Assistant currently reports to the CFO.

Primary Duties and Responsibilities:

- Manages employee and departmental productivity, establish performance goals, prepare and submit performance reviews, coordinate training, and provide constructive feedback and coaching
- Responsible for developing and maintaining appropriate administrative procedures
- Provide leadership on planning and project management for the CEO in a one-on-one working relationship
- Manage the CEO's calendar, coordinate both internal and external meetings, compile meeting materials, and take minutes as requested
- Manage CEO's CV, NIH-required registration and online accounts and password management
- Coordinate all travel arrangements for the CEO
- Process a high volume of tasks, including correspondence and reports, while responsibly prioritizing information and communications
- Collaborates with executive management and key stakeholders in drafting original communications, including staff-wide communications, an annual report, newsletters, marketing collateral, press releases, event planning, and meeting coordination
- Provides administrative support to the Executive Officer Team as requested
- Designs, creates, reviews, and/or formats complex documents, project-related manuals, and department-specific documents/procedures
- Assists with federal, non-profit, private, and foundation grants/contracts administration
- Tracks, monitors, and maintains documents and files for projects as requested
- Serves as administrative liaison for activities related to the CRAB Board of Directors, coordinating meetings, communications, and strategic retreats
- Coordinates company-wide and project-specific meetings and events
- Provides oversight and direction for office facilities management and general office administration, e.g., space and furniture management, facility service providers, liaising with building management, goods and services procurement, records management
- Manages procurement and coordination of staff travel, requirements, and travel policy and procedures
- Acts as the administrator for the company-wide travel and expense report application
- Act as People Manager to the Administrative Specialist.
- Some off-site support as needed
- Performs other duties as assigned

Required Qualifications:

- BA/BS degree or 4 years administrative/technical experience may substitute for educational requirement
- Four years of progressively responsible related work experience or any equivalent combination of education, experience, and training that satisfy the required qualifications
- Excellent verbal and written communication skills
- Excellent time-management and problem solving skills
- Demonstrated organizational and multi-tasking skills with strong attention to detail
- Experience with managing direct reports.
- Strong interpersonal skills and commitment to teamwork
- Proven aptitude for learning new software applications and technology
- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook
- Proficient in Adobe Acrobat, Photoshop, InDesign, Illustrator, Premier Pro and Captivate
- Experience planning and executing successful meetings and events

Desired Knowledge, Skills, and Abilities:

- Proficiency in Microsoft SharePoint
- Experience coordinating business travel while adhering to company policy
- Experience and interest in developing and implementing comprehensive marketing and communications strategies
- Experience in administering standard operating procedures and document control processes
- Knowledge and applied understanding of federal grant contracting process helpful
- Experience applying NIH guidelines to sponsored programs
- Prior experience working in research setting helpful
- Interest and ability to own and manage special projects
- Interest in sharing skills and training colleagues

This is a full-time position and is Exempt from state and federal overtime regulations.
This is a hybrid position that will be expected to work in office 3 days per week (or as needed) and requires WA residency while also remote working.
Employment authorization is required.
Travel/relocation expenses will not be provided for this position.
CRAB is an Equal Opportunity Employer.

In your cover letter, describe how your skills and experience match the qualifications for the position.

To apply, submit resume and cover letter with position number via mail, fax or email to:

Cancer Research and Biostatistics
Attn: HR
1505 Westlake Ave N, Suite 750
Seattle, WA 98109-6244
Fax: (206) 342-1689
crabjobs@crab.org

Posting Date:

Closing Date: open until filled