



Position Announcement

Job Title: Administrative Assistant

Department: Administration

Reports to: Director of Administration

FLSA Status: Non-Exempt

Date: January 2020

ORGANIZATIONAL OVERVIEW:

The American College of Medical Genetics and Genomics (ACMG) is the only nationally recognized interdisciplinary professional membership organization that represents the interests of the entire medical genetics team including clinical geneticists, clinical laboratory geneticists, and genetic counselors. Together, the ACMG and its members engage in coordinated efforts to improve patient care, ensure optimal reimbursement for genetic service providers, establish standards of care and laboratory policy, and educate members about advances important to their practices.

ABOUT THE OPPORTUNITY:

This role will be a member of the administrative office staff and support to the ACMG and ACMG Foundation, staff and volunteers. This role will serve as the initial point of contact for ACMG/ACMG Foundation by answering and transferring calls to appropriate staff and welcoming guests. Daily tasks will include: maintaining the appearance of the front office, distributing mail and electronic faxes, assists with mailings, and staff events. The role will work closely with the Director of Administration and interface with all staff and external vendors. The successful candidate must demonstrate the following key attributes: organization, attention to detail and accuracy, thoughtfulness, discretion, as well as an ability to manage multiple deadlines. This role will work in our headquarter office located in Bethesda, Maryland.

ESSENTIAL FUNCTIONS

- Serves as initial point of contact for ACMG/ACMG Foundation answering and transferring calls to appropriate staff.
- Greets and assists guests coming into the office.
- Takes ownership of the appearance and organization of reception area, storage closets, and LAN room.
- Serves as gatekeeper and screens unwanted cold calls on phone and in person.
- Address basic questions about the organization via phone and email.
- Monitors and forwards ACMG general e-mails to the appropriate staff member on a daily basis.
- Forwards general voicemail messages to the appropriate staff member on a daily basis.
- Opens and distributes all office incoming mail (USPS mail, packages and messenger services); signs for delivery and promptly notifies staff members of deliveries.
- Provides general ACMG/ACMGF administrative support as needed (correspondence, faxes, phone calls, research, filing, reporting, etc.).

- Assists Membership Department with assembly and mailing of membership packages as well as other projects.
- Assists Meetings Department and staff with preparation for and during on site meetings.
- Logs any checks in ledger daily and gives to accounting department representative.
- Assists with making minor revisions to the ACMG website.
- Maintains office staff contact list.
- Maintains conference room schedule.
- Submits request for building maintenance and IT support.
- Monitors inventory of office/breakroom supplies, and orders supplies as necessary.

COMPETENCIES

- Technical Capacity: advanced proficiency in Microsoft Word, Excel, Outlook, PowerPoint; working knowledge iMIS or association management software a plus
- Exceptional communication (oral and written) proficiency
- A proactive approach to problem-solving with strong decision-making skills
- Attention to detail
- Personal effectiveness/credibility
- Thoroughness
- Flexibility

MINIMUM QUALIFICATIONS:

- B.A. or B.S., required
- 2-3 years of relevant administrative/clerical support experience required
- Experience answering multiple phone lines and using voicemail system
- Ability to handle a variety of callers and visitors of varying dispositions
- Ability to maintain productive and professional working relationships with team members, volunteers, and external partners
- Excellent attendance and punctuality a must

BENEFITS AND SALARY

The base salary for this exempt, full-time position will be in the range of \$38,000 - \$45,000 per year commensurate with the candidate's skill and experience. ACMGF offers an excellent benefits package.

HOW TO APPLY

Please [click here](#) to upload your resume and cover letter, with salary requirements and three professional references. Only competitive candidates will be contacted and invited to participate in the selection process. **No phone calls please.** Applications are accepted until the position is filled.

PHYSICAL REQUIREMENTS

This is a largely sedentary position that requires the ability to speak, hear, see and lift small objects up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.