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**NCLC.ORG**

## **Administrative Assistant**

The National Consumer Law Center (NCLC) seeks an Administrative Assistant to join the team in our downtown Boston headquarters office. This is a full time position, working 35 hours per week. The ideal candidate is reliable, self-motivated, detail-oriented, and works well in a team environment.

Founded in 1969, the National Consumer Law Center® is a nonprofit advocacy organization that seeks to build economic security and family wealth for low-income and other economically disadvantaged Americans. NCLC is the leading source of legal and public policy expertise on consumer issues for lawyers, federal and state policymakers, consumer advocates, journalists, and front-line service providers. Please see our website at [www.nclc.org](http://www.nclc.org).

The Administrative Assistant provides daily-based administrative assistance and support to NCLC's talented team of attorneys and operations staff.

### **Primary Responsibilities:**

- Administrative Assistance
  - Create and modify documents using Microsoft Office and Google Apps
  - Provide light research
  - Photocopy, scan and print out documents
  - Customer Relationship Management software (CRM) data entry
  - Receive and distribute mail; prepare shipping and mailing
  - Maintain conference room, interoffice, and absence calendars and assist with scheduling meetings
  - Coordinate services when issues arise with printers and other office equipment
  - Maintain office supplies
- Reception
  - Greeting visitors
  - Answer phones; screen and direct calls
- Other Duties as Assigned

### **Qualifications:**

- Excellent phone, organizational, and people skills
- Intermediate knowledge of MS Office and Google Apps
- Minimum of one year of related experience
- Excellent verbal and written communication skills
- Ability to be self-directed, take initiative and offer to help colleagues/fellow team members
- Ability to handle multiple tasks at once
- Ability to work independently and collaboratively

**Compensation and benefits:** The starting salary will be \$32,000 – \$40,000 per year, commensurate with experience.

NCLC offers an outstanding benefits package that includes employer-paid medical, dental, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity, and generous paid time off including holidays, sick time, personal time, parental leave, and 3 weeks of vacation per year.

**How to Apply:** Please submit a resume and cover letter to [careers@nclc.org](mailto:careers@nclc.org) (subject line: Administrative Assistant). The position is open until filled, but applications are encouraged by January 12, 2020. No phone calls please.

*The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or veteran status, or to other non-work-related factors.*