SIGMA XI
THE SCIENTIFIC RESEARCH HONOR SOCIETY

ADMINISTRATIVE AND MEETINGS ASSISTANT

Sigma Xi, The Scientific Research Honor Society seeks Administrative and Meetings Assistant at the Society’s headquarters in Research Triangle Park, North Carolina. Sigma Xi is an international, multidisciplinary, membership-based organization with more than 100,000 elected members and 500 chapters. Membership in Sigma Xi is by invitation or nomination and is based on research achievements or potential. The Society’s mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public's understanding of science for the purpose of improving the human condition.

SUMMARY

The Administrative and Meetings Assistant serves on the front line in upholding the Society’s reputation and image to its constituents. In order to perform this duty satisfactorily, they must have the capacity to perform professional level customer service by phone, e-mail and mail, database record management requiring extensive data entry, Internet research for lost or lapsed members and data verification. The keys to success in this position are professional and articulate communication skills and expert data entry abilities. Responsibilities also include providing support for administrative services and all staff through mail processing and data entry.

The Position is supervised by Manager of Administration and Meetings. It is a full time, 40 hours per week, non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Many times, this position is the initial point-of-contact for all stakeholders and needs to provide thorough and complete customer service through training, knowledge and understanding of the Society’s business rules, organizational history and governance structure.
- Handles all receptionist duties at reception desk for greeting guests and phone calls
- Professional customer service and follow-up for all phone, e-mail, and mail inquiries.
- Accurate and timely completion of all assigned data entry tasks.
- Make sure all data is kept current with updated information.
- Process daily incoming and outgoing USPS mail including UPS/Federal Express parcels throughout the day. Sort internal staff and department mail daily. Order and maintain shipping and mailroom supplies, and process monthly personal postage. Makes sure returned mail is coded to the proper department and provided to Finance.
- Assist Administrative and Meetings Manager preparing for onsite events and the Annual Conference from time to time.
- Occasionally assists with large mailings
- Occasionally need to take items to the post office, UPS or pick up supplies at the store
• Assist with accounting projects as and when required
• Assists in researching and creating mailing lists that can be used to market the Annual Conference
• Maintains supplies inventory by checking stock to determine inventory level; anticipating needing supplies; placing and expediting orders of supplies; verifying receipt of supplies.
• Perform other tasks as assigned by the Manager of the Department.

SUPERVISORY RESPONSIBILITIES

• None

EXPECTED METRICS

• Punctual arrival to work by 8:00 a.m.
• Accurate and timely completion of all assigned data entry tasks.
• Professional and articulate communication skills.
• Packages are sent and received from point A to point B successfully

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

• The right candidate should have experience working with the Windows Operating System and a proficient knowledge of Microsoft Office with emphasis on Microsoft Word and Excel.
• Previous experience in managing records in a windows-based relational database is necessary for a satisfactory job performance.
• Individuals should be extremely detail-oriented, organized, punctual, attentive to customer follow-up, capable of handling multiple tasks simultaneously and able to meet concurrent data entry deadlines.
• Ability to research and process data using the Internet and e-mail is necessary in order to perform at the expected level.
• Excellent verbal and written communication skills are an absolute must.
• Typing at least 40+ wpm
• Willing to work overtime if needed
• Ability to multi-task
• Work Verification
• 10-key experience
• Experience in basic bookkeeping and tracking of financial transactions

EXPERIENCE REQUIRED

• A minimum of 3 years in a customer service position is required.
EDUCATION REQUIRED

- High School diploma or GED equivalence.
- B.S. degree is preferred.

EXPERIENCE/EDUCATION PREFERRED

- Knowledge of Microsoft Office products is desirable.
- Experience with membership database system is a plus.

COMPENSATION AND BENEFITS

Salary commensurate with experience. Employer sponsored health insurance with the option to select between comprehensive, valuable plans. Premier dental and vision plan. 403(B) retirement plans, short-term and long-term disability upon completion of one year of service. Generous paid time off including vacation and holidays. Flexible scheduling, pursuant to position. Work that engages a diverse and dynamic community of educators and learners, with the shared vision of shaping a better future for scientific researchers.

PHYSICAL DEMANDS

This position requires the ability to sit or stand, speak, hear, see, and lift small objects up to 10 lbs. Requires the ability to travel frequently including locally, nationally, and internationally.

The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Please send resume and cover letter indicating salary requirements to:

Jasmine Shah  
Director of Finance and Administration  
Sigma Xi, The Scientific Research Honor Society  
Post Office Box 13975  
Research Triangle Park, NC  27709-3975  
Email: hrdept@sigmaxi.org.

Deadline for resumes is May 31, 2022.

Sigma Xi is an Equal Opportunity Employer.

Sigma Xi is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.