



Administrative Specialist III

Position Number: AS-III.0821

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 Administrative Specialist III provides multiple levels of advanced administrative support to meet the needs of the organization. Responsibilities include a variety of both specialized and routine administrative tasks. This role meets complex project deadlines with limited supervision while executing simultaneous tasks. The position requires an experienced individual who is self-motivated, detail-oriented, organized, productive, able to multi-task, and is committed to incorporating equity and anti-racist principles into all aspects of the work. The Administrative Specialist III reports to the Administrative Services Manager.

Primary Duties and Responsibilities:

- Provides general administrative support for all departments as directed by the Administrative Services Manager
- Provides administrative support to the Executive Officer Team as requested
- Provides dedicated program support for CRAB's Quality Compliance Department
- Provides dedicated program support to the Director of Business Development in support of business development initiatives
- Provides assistance and task coverage for other Administrative Services Department (ASD) colleagues
- Designs, creates, reviews, and/or formats complex documents, project-related manuals and department-specific documents/procedures
- Designs, develops and edits computer-generated graphics in support of all departments
- Coordinates and procures printed media
- Assists with federal, non-profit, private, and foundation grants/contracts administration
- Assists with new employee onboarding tasks
- Tracks, monitors and maintains documents and files for projects as requested
- Coordinates company-wide and project-specific meetings and events
- Performs regular and ongoing management of content on CRAB's external and internal websites and social media channels
- Provides direct administrative and technical support for on-site/off-site staff-led training courses and administrative in-service training for staff on office applications, and special administrative projects as necessary
- Receives and greets visitors, validates parking, and accepts deliveries
- Coordinates shipping and receiving channels
- Maintains organization's central supply inventories and orders supplies in adherence with procurement processes
- Some out-of-state travel and 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
- Strong interpersonal skills and commitment to teamwork
- Proven aptitude for learning new software applications and technology
- Advanced skills in Microsoft Word, PowerPoint, Excel and Outlook
- Advanced skills in Adobe Acrobat, Photoshop, InDesign, Illustrator, Premier Pro and Captivate
- Proficiency in HTML formatting
- 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
- Experience applying NIH guidelines to sponsored programs
- Prior experience working in a research setting
- Knowledge of general accounting principles and cost accounting standards (CAS) for grant research
- Interest and ability to own and manage special projects
- Interest in sharing skills and training colleagues
- Spanish language proficiency
- Ability to travel

This is a full-time position and is Non-Exempt from state and federal overtime regulations. 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: Hiring Coordinator
 1505 Westlake Ave N, Suite 750
 Seattle, WA 98109-6244
 Fax: (206) 342-1689
crabjobs@crab.org

Posting Date: August 9, 2021

Closing Date: open until filled