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Seattle, WA 98109  
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<http://www.crab.org>

## Administrative Services Manager

Position Number: ASM.0522

**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 Services Manager will supervise, develop, hire, lead, train and coordinate the efforts of Administrative Services (AS), delegating tasks to appropriate administrative support staff and managing the flow of work to achieve maximum efficiencies within the organization. The Administrative Services Manager will oversee all aspects of administrative and technical support for the organization and perform administrative tasks, including oversight and direction for office facilities management. The Administrative Services Manager will coordinate long-range planning and development of departmental goals and resources. This position requires an experienced individual with strong critical thinking and strategic problem solving skills and the ability to successfully manage individual and departmental productivity. The Administrative Services Manager will report to the Chief Financial Officer.

### 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
- Directs strategic goals and objectives for AS
- Regulates all administrative and technical support service functions to meet organizational priorities
- Ensures adherence to organizational policies and undertake disciplinary actions as needed
- Works with management to set expectations, goals, and budgets for providing seamless administrative support across departments
- Assesses operational issues and propose resolutions/solutions
- Responsible for developing and maintaining appropriate administrative procedures
- Leads and directs AS staff by identifying and coordinating appropriate training programs, and directs administrative workload as appropriate
- Provides direct support to the Chief Executive Officer in the role of Executive Assistant
- Leads federal, non-profit, private, and foundation grants/contract functions, including:
  - Identifies key submission requirements for specific solicitations and requests for proposals, and communicates those to the team during the proposal process
  - Participates in team meetings and drafts proposal sections when needed
  - Incorporates information from program team members and Finance regarding effort estimates and budget
  - Creates, collects contents and comments, and finalizes budget justification
  - Responsible for electronic application and company registrations
  - Advises on general and specific agency requirements and guidelines to assist investigators in the preparation and submission of applications in response to federal and non-commercial solicitations, contract and grant RFPs, RFAs and PAs
  - Sets schedules for delivery of proposal writing assignments and collating final proposals
  - Collects and files final approval of grant and contract applications

- Prepares final submissions and tracks summary reviews
- Supports sub-award acquisition when needed, subcontract monitoring, vendor agreements as directed, and vendor compliance
- Coordinates progress and effort reports with the team and PI approvals for budget changes
- Establishes and tracks reminders for progress and final reporting
- Consults with Finance to resolve grant invoicing and project questions
- Ensures coordination with Finance regarding AS purchases of goods and services, including acquisition and evaluation of bids for purchases of equipment or services
- Coordinates building management response to office facility issues/resolutions and ensures organizational compliance with building management requirements
- Provides oversight and direction for office facilities management and general office administration, e.g. space and furniture management, custodial, and facility service providers
- Serves as administrative liaison for activities related to the CRAB Board of Directors, coordinating meetings, communications, and strategic retreats
- Manages procurement and coordination of staff travel, requirements, and procedures
- Oversees the safety and emergency preparedness program, including floor warden assignment and training, and represents management on the Safety Committee
- Collaborates with executive management and key stakeholders in drafting original communications, including an annual report, newsletters, marketing collateral, press releases, event planning, and meeting coordination
- Oversees AS management of content on CRAB's internal and external websites and social media channels
- Reviews and edits the work of AS staff as appropriate
- Monitors CRAB's online work order system for office facilities and administrative work requests, delegating work assignments based on organizational priority, work ownership and staff availability
- Performs other duties as assigned

**Required Qualifications:**

- BA/BS degree
- Minimum four (4) years of management and supervisory experience in office facilities operations, and administrative services
- Minimum six (6) years of experience supporting executive leaders, management and/or PIs.
- Strong team leadership and management skills
- Excellent interpersonal skills; must be able to effectively relate to personnel at all levels of the organization
- Demonstrated proficiency in critical thinking and decision making skills
- Proficient with Microsoft Office, or similar applications

**Desired Knowledge, Skills and Abilities:**

- Excellent verbal and written communication skills
- Familiarity with Microsoft SharePoint
- Proficient in Adobe Creative Suite, Captivate, Photoshop, or similar applications
- Ability to take initiative, prioritize and meet deadlines
- Excellent time-management, organizational and problem solving skills
- Ability to analyze/interpret difficult situations and quickly make recommendations for resolution
- Spanish language skills a plus

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This is a full-time position and is 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, STE 750

Seattle, WA 98109-6244

Fax: (206) 342-1689

[crabjobs@crab.org](mailto:crabjobs@crab.org)

**Posting Date:** 05/23/2022

**Closing Date:** Open until filled