



Job Title	Administrator
PVN ID	RF-2408-006433
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Procurement & Payables
Status	Full Time
Annual Salary	\$56,576.00 - \$61,291.00
Hour(s) a Week	35
Closing Date	Oct 31, 2024 (Or Until Filled)

General Description

Reporting to the Director of Procurement and Payables, the Administrator serves as the assistant to the Director. The Administrator is responsible for overseeing administrative matters for the Director and the Office of P & P on a day-to-day basis, demonstrating independent judgement and high-level administrative and support services.

Other Duties

- Act as a liaison between the Director and other departments/individuals both within the RF and externally
- Facilitate communication within the Procurement and Payables department on behalf of the Director, ensuring timely dissemination of directives, updates and other information
- Handle emails and other correspondence on behalf of the Director and as appropriate delegate to appropriate other members of P & P or RFCO.
- Assist in preparing, reviewing, and processing procurement documents, such as purchase orders, contracts, and vendor agreements
- Collaborate with internal departments to gather information, obtain approvals, and facilitate procurement transactions
- Participate in procurement-related research, analysis, and documentation to support decision-making and improvement initiatives
- Prepare and distribute reports, presentations, and other documents as required both internally and externally
- Manage and maintain the Director's schedule, including arranging meetings and other appointments
- Attend meetings on behalf of the Director, as appropriate

- Coordinate meetings, conferences, and events, including agendas and materials preparation
- Maintain accurate records, files, and databases, ensuring data integrity and confidentiality
- Maintain procurement and payables documentation, ensuring easy retrieval and compliance with record-keeping standards
- Other duties as assigned

Qualifications

- Associates Degree required in business administration, finance, accounting or appropriate related field. Bachelor's degree preferred
- Minimum of five years' experience in administrative support roles, preferably in procurement, finance, or related areas
- Ability to maintain confidentiality and handle sensitive information with discretion and integrity
- Strong organizational skills, with the ability to prioritize tasks, manage time effectively, and meet deadlines in a fast-paced environment
- Excellent communication skills, both written and verbal
- Attention to detail and accuracy in data entry, record-keeping, and documentation management
- Proficiency in office productivity software (e.g., Microsoft Office Suite), with advanced skills in spreadsheet and database management
- Adoptable and capable of working effectively in a hybrid work environment, balancing remote work and in-office collaboration, as needed