

## Job Description

### Position: Administrative Assistant

#### Role description

This position will provide general administrative support for the office staff, including the Legal function. This includes managing meeting schedules, travel arrangements, and other administrative tasks as needed.

#### Location

This role will be based in Ann Arbor, MI

#### Hours

This is a full-time position

#### Responsibilities

- Support administrative needs of staff, including assisting with expense reporting, and travel arrangements
- Support the Legal function with contract administration and other needs as required
- Arrange and coordinate meetings for the office staff as needed
- Act as the primary receptionist for the company's office, including greeting visitors, answering the main phone line and opening the office daily in a timely manner
- Assist with management of the company's publication repository
- Receive and handle confidential information and matters in a professional and discreet manner
- Liaise with internal staff at all levels
- Assist in implementation and improvement of administrative practices where necessary
- Work closely with the Executive Assistant and Office Manager to ensure the office runs in a smooth and efficient manner

#### Requirements

- Bachelor's degree in related field
- Three to five years of experience providing administrative support to an office
- Outstanding computer skills, including Microsoft Office programs
- Team-oriented person, who is willing to roll up his/her sleeves to get things done
- Strong attention to detail, time-management, and organizational skills
- Excellent interpersonal, written, and verbal communication skills
- Ability to exercise judgment within defined procedures and practices and to determine appropriate action independently, including maintaining confidentiality on all matters
- Comfortable working in a dynamic, changing environment
- Demonstrates honesty, trust, fairness, cooperation, self-control and flexibility
- Experience working in a startup environment preferred

#### Reporting relationships

This position reports into the Chief Administrative Officer and General Counsel. It will work closely with all employees in the Ann Arbor site.

*We are an equal opportunity employer (EOE). We respect individual differences, embrace diversity throughout the organization, and value the unique strengths of each employee. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation,*

*gender identity and/or gender expression, national origin, age, disability, genetic information or veteran status.*