



Role Description

Administrative Assistant

(Part-time)

November 2021

ABOUT FIELD READY

Field Ready is dedicated to bringing innovation to international humanitarian assistance. Our vision is to meet humanitarian needs by transforming logistics through technology, innovative design and engaging people in new ways. We make useful items to solve problems locally in various sectors such as health, water, and sanitation. We do this by using the latest technology as well as traditional manufacturing. We pass on these skills to others through training and pioneering innovative approaches to the toughest challenges. The impact of this is dramatically improved efficiency in aid delivery by quickly meeting needs and cutting procurement costs. Our approach is truly effective and ground-breaking. For more information, please see www.fieldready.org

PURPOSE

The primary purpose of the Administrative Assistant role is to help ensure Field Ready is operating in an efficient and effective manner. Field Ready is an enormously diverse team; professionally, culturally and geographically. Our work is interesting and important.

The person selected for this position will combine excellent interpersonal skills with a hard work ethic. They must be very organized with an ability to pay close attention to detail. They will be a consummate team player while being flexible and having a sense of humor.

The person in this role will report to the Global Program Lead and will support other staff including the Executive Director. As Field Ready programming is global, and its team is geographically dispersed, the work of this position will be done remotely (base location should be indicated in the application). There is considerable scheduling flexibility but tasks must be done to meet requirements in different time zones (travel is not expected to be part of this role). The set of responsibilities (detailed below) can be scheduled around other work/life duties. The number of hours will typically be no more than 20 hours per week.

RESPONSIBILITIES

- 1. Filing and record maintenance:** Field Ready uses a cloud-based Microsoft IT system to communicate and store documents. The position holder will ensure that these documents are filed appropriately and in a way that supports workflow and efficiency.
- 2. Organizing meetings and notetaking:** Field Ready has weekly meetings which need to be scheduled and recorded. The position holder will create and maintain calendar invitations and take and file minutes as required.
- 3. Assist in bookkeeping:** Field Ready is an accountable organization. The position holder will be asked to help keep accounts or backstop accounting/finance staff. This may involve reviewing inventories for completeness.
- 4. Prepare memos and correspondence:** Field Ready communicates both internally and externally. The position holder will on occasion tasks with preparing messages and other documents in support of other staff. This may also involve proofreading documents and basic editing.

5. **Help maintain memberships and accounts:** Field Ready belongs to various consortia and membership groups (e.g., Guidestar and BBB) as well as maintains numerous government registrations. The incumbent in this position will ensure that these periodic updates are maintained to keep Field Ready current and in good standing.
6. **Ensure deadlines are met and reports turned in:** Field Ready does a large amount of reporting. The position holder will work with other staff to maintain logs (e.g., the Project Summaries document) to remind staff of timelines and due dates of various reports are turned in on time. This may also involve helping to turn in expense reports and associated administrative tasks. The position holder will also help track various requirements such as insurance and country registrations to ensure the organization is up to date.
7. **Assist with travel issues:** Field Ready staff travel often. On occasion, the position holder will work with our travel agent service provide to organize trips, assisting staff and ensuring accountability when needed.
8. **Additional tasks** as assigned such as backstopping other staff (e.g., HR and accounting) and doing basic research (e.g., investigating new vendors).

SKILLS AND ATTRIBUTES

Required skills and attributes are essential (i.e., please not apply unless these are met or exceeded). Short-listed candidates will be asked to provide evidence of how they meet these requirements.

Required skills:

- 1) Solid knowledge of administrative tasks
- 2) At least three (3) years of professional experience
- 3) Full computer/software literacy
- 4) Very good English written and oral communication skills

Required attributes:

- 5) Absolute integrity and trustworthiness
- 6) High degree of attention to detail
- 7) Ability to work in a fast-paced environment with changing priorities and an ability to meet deadlines

Preferred (the following are desired and will be possessed by the best applicants):

- 8) Knowledge of IT systems (Microsoft 365 and Microsoft Suite) is an advantage
- 9) Familiarity with bookkeeping (basic accounting)
- 10) Prior remote working experience
- 11) A readiness to work with an organization experiencing growth
- 12) Commitment to global humanitarianism and an interest in understanding Field Ready's approach

TO APPLY

Submit a cover letter that describes your qualifications, reasons for applying and understanding of the requirements outlined above. This letter should be no more than one page.

Please submit this cover letter along with a detailed CV to info [at] fieldready.org. Applications will be accepted on a rolling basis (thank you for understanding that only short-listed will be contacted).