

# Administrative Assistant

## What you'll be doing

We are looking for an energetic, creative, highly organized individual to join our team and provide administrative support to the Member Services Department. We are seeking someone with fantastic communication skills and excellent time management. You must have strong organizational skills and thrive in a creative, fast-paced, deadline-oriented environment.

## You will be responsible for...

- Performing high level technical and administrative duties; preparing letters, memos, emails, and other correspondence; preparing reports and meeting materials; proofreading; managing special projects; invoice review and processing; maintaining spreadsheets and promotional item inventory; preparing and maintaining departmental process documentation, procedures, and checklists
- Assisting with Member events, meetings, trainings, seminars, programs, and awareness campaigns; coordinating mailings, email blasts, and newsletters; maintaining registrations and tracking attendance; distributing materials; creating name badges and sign-in sheets; coordinating catering, tending to event set-ups and clean-ups
- Handling inquiries from Members, ensuring appropriate and timely follow-up and high-quality Member service
- Providing support to Member Service Department, which may include but is not limited to performing clerical and general office duties; maintaining departmental files and records; performing printing, copying and data entry needs
- Undertaking other Member Service special projects and tasks as assigned
- Organizing projects and ensuring timely delivery

## What you can expect in this role

- Full-time, 35 hours/week
- Hours: 8:00am - 4:00pm
- Location: East Providence
- Occasional evening work required for special events

## What skills & experience we'll need from you

- High School Diploma or GED required, Associate's Degree preferred
- Minimum 2 years administrative experience
- Proficient in Microsoft Office
- Strong interpersonal and communication skills with the ability to effectively work independently and collaboratively
- Highly organized with efficient time management skills, and attention to detail
- Ability to multi-task, be resourceful and proactive
- Must be outgoing and professional

Send Resume to [HR@ritrust.com](mailto:HR@ritrust.com)