

Job Description			
Job Title:	Office Administrator	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	AFT Foundation	Reports to:	AFT President/Group Chair
Location:	Boston	Travel Required:	< 10% Travel requirement
Level/Salary Range:	\$	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
HR Contact:		Date posted:	Click here to enter a date.
External posting URL:	Click here to enter text.		
Internal posting URL:	Click here to enter text.		
AFT Mission: Alliance Foundation Trials, LLC (AFT) sponsors and conducts high-quality cancer clinical trials funded exclusively by non-NCI (National Cancer Institute) sources. AFT leverages the internationally recognized scientific experts and thought leaders of the Alliance for Clinical Trials in Oncology with its expansive and established network of hospitals, medical centers, and community clinics across the North America.			
Purpose/Scope: Human resource and office management activities for the Alliance for Clinical Trials in Oncology and Alliance Foundation Trials, LLC.			
ROLE AND RESPONSIBILITIES Office Management: Plan and implement all support services provided within Alliance and AFT, in consultation with Alliance and AFT leadership teams. These support services include, but are not limited to: scheduling, managing all forms of communication (mail, telephones, written and electronic correspondence, etc.), travel, materials preparation, mail delivery, facsimile, reception. Serve as liaison to vendors and BWH representatives regarding office equipment. Review office equipment service contracts, ensure cost effective use of office resources and manage related budgets, in conjunction with Finance staff. Serve as liaison to building management. Ensure that all documentation required is maintained. Review and approve service, maintenance, supplies and office equipment work requisitions. Educate personnel regarding building security and safety procedures. Coordinate space/office assignments for employees. Assist with coordinating general staff training program. Coordinate staff meetings and other staff functions. (25%) Administrative Staff Administration: Identify training opportunities for staff members especially for administrative support staff. Assign, prioritize and review the work of administrative staff as needed. Monitor workload and contribute to performance evaluations. Assist in evaluating workflow of administrative support to optimize efficiency and productivity. Propose and implement processes for improving overall office efficiency and productivity. In the absence of administrative staff ensure coverage and serve as backup for administrative support when necessary. (20%) Human Resource Administration: Manage the staff recruiting and hiring process for the Alliance and AFT, including preparation of job descriptions, job requisitions, performing first review of resumes, scheduling of interviews, checking of references, maintaining contact with perspective employees, communicating decisions to them, assembling personnel data, and ensuring that BWH and Alliance and orientation of new employees is completed. Determine the mechanism required to recruit staff			

including the coordinate of recruitment efforts via websites, recruitment firms or other mechanism. Provide a general explanation of benefits to prospective and new employees, along with a complete benefits package. Serve as departmental liaison to BWH/Partners Sponsored Staff Office regarding issues related to and requirements of on-boarding staff. Maintain all human resource files, vacation, and accrual records. (50%)

Policies and Procedures: Assist managers and leadership in development of policies and standard operating procedures (SOPs) for administrative functions, office management and human resource processes. Coordinate with the Quality Assurance function to maintain and update the AFT SOP Manual. (5%)

Administrative Support/Project Coordination:

Provides administrative support to Alliance leadership, when needed, and interacting with other administrative staff to coordinate activities of the group including composition and distribution of correspondence, including confidential communications. Assists with preparation and review of presentations for internal and external meetings using PowerPoint, Microsoft Excel, and other software as necessary. Maintain a familiarity with database systems and software used. Maintains files and documents in a secure method as appropriate.

Arranges and supports conference calls, ad hoc administrative and project meetings as requested. Prepares agenda, summarizes discussion and records action items for these meetings as well as track project status and related issues to completion. Follows up with various constituents regarding projects/action items and disseminates related information.

Assist in coordination/planning, materials preparation and staff support for the Alliance Group Meetings and other ad hoc meetings. (10%)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree and a minimum 4 years experience as an office coordinator, executive assistant or project coordinator required. Proficient in Microsoft Word, Excel, Adobe Acrobat, and PowerPoint.
- Experience with time tracking software and database management preferred
- Experience with Apple computers and related software a plus.
- Strong written communication skills required.
- Organizational skills and accuracy are a must.
- Must be able to follow tasks through to completion with minimal supervision and within the timelines set for each project/task.
- Must have excellent interpersonal skills and ability to deal tactfully and effectively with physicians, staff, and other health professionals. Must be able to comply with confidentiality requirements.

PREFERRED SKILLS

Ability to work in a fast-paced environment; exceptional attention to detail, meet deadlines while managing multiple priorities, and ability to work with a variety of personalities and styles of working, and ability to exhibit tact and conduct themselves in a respectful manner.

ADDITIONAL NOTES

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter text.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date/Time:	Click here to enter text.

Employee Name:

Date:

Employee Signature: _____