



January 13, 2025

**ADMINISTRATIVE ASSISTANT  
ADMINISTRATION UNIT**

***Greater Boston Legal Services (GBLS) is an Affirmative Action / Equal Opportunity / Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.***

Greater Boston Legal Services (GBLS) seeks a qualified candidate to fill an Administrative Assistant position whose primary responsibility will be to support the Senior Management Team and the Human Resources Department.

**DUTIES/RESPONSIBILITIES:**

- Provide high-level administrative support to the Senior Management Team, the Human Resources Department and the Administration Unit.
- Assist the Human Resources Specialist in job postings, recruitment activities and records keeping.
- Coordinate the internship recruitment procedure and manage the Internship Application Inbox in partnership with the Unit Managers and Supervisors.
- Coordinate logistical arrangements for new employees including on-boarding preparation, orientation meetings and general administration support.
- Maintain agency-wide Outlook and Teams calendar, contact lists and other records for the Human Resources Department and the Administration Unit.
- Coordinate logistical issues for agency-wide calendar, meetings, retreats, and training events.
- Make travel and accommodation arrangements for members of the Senior Management Team, the Board of Directors and other employees in work-related events.
- Perform clerical and administrative tasks, including preparing meeting minutes, letters, memos, invoices, reports, staff timesheets, contracts, and other payroll and financial documents.
- Answer and direct unit calls to the appropriate staff members.
- Backup administrative support to the Board of Directors and its Committees.
- Backup administrative support to Accounting and Development departments in case of need.
- Perform other related duties as assigned for special projects and/or administration events.

**REQUIRED SKILLS/ABILITIES:**

- Minimum 3 years of experience in providing administrative support to a member of the executive team, preferably in a legal or non-profit organization.
- Proven experience in organizational skills with an exemplary professional and positive attitude.

- High Proficiency in Microsoft Office Suite and the ability to learn new or updated software. Familiarity with ADP and database management.
- Ability to function well in a fast-paced environment with excellent time management skills in dealing multiple projects and competing priorities.
- Having good judgment in interpersonal skills and in managing confidential records.
- Excellent verbal and written communication skills.
- Able to handle phone calls and communicate professionally and sensitively with people from all ethnic groups and social backgrounds.

### **Salary & Benefits**

- Starting salary range is \$54,000 to \$60,000 based on experience.
- GBLS offers a generous benefits package, including low-cost health insurance, retirement contribution, and paid time off.

### **How to Apply**

- Candidates should submit a letter of interest and resume to the Human Resources Team via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to Job Code: ADMIN-ASST when applying for this position. Applications will be accepted until the position is filled, but applicants are encouraged to submit applications by **January 31, 2025**.

**GBLS values diversity and encourages applicants from diverse backgrounds and experiences.**