

Title: Administrative Assistant
Reports to: Chief Executive Officer
FLSA Status: Exempt

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

The Administrative Assistant for the New York Office will be mainly be responsible for providing administrative support to the CEO and COO. Other duties include managing the day-to-day administrative needs of the New York office. An important part of the role is to ensure smooth communication and prompt resolution of requests and questions. The ideal candidate will be a highly professional, organized, resourceful, and self-motivated individual with an extensive administrative background who wants to both contribute to and potentially grow with Upwardly Global.

Responsibilities:

- Work closely and effectively with the CEO and COO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Manage complex calendars, arrange for meeting, appointments and travel arrangements for the CEO and COO. Anticipate CEO and COO's needs in advance of meetings, conferences, etc.
- Take and distribute meeting minutes to appropriate individuals.
- Plan, coordinate and ensure the CEO and COO's schedules are followed and respected. Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO and COO's time and offices.
- Prioritize conflicting needs; handle matters efficiently, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Manage the procurement process for CEO and COO large purchases and vendor agreements.
- Provide general bookkeeping duties including generating and coding purchase orders for the CEO and COO.
- Provide general clerical duties including preparing correspondence; copying; filing; scheduling; ordering office supplies; distributing mail.
- Recognize and resolve office needs and manage relationships with vendors, maintenance and building management in a courteous and professional manner.
- May help plan office events, meetings, and activities or special projects.
- Other administrative duties as assigned.

Knowledge and Skills Required:

- Bachelor's degree **preferred**
- 3+ years of experience providing senior-level admin support in a fast-paced environment **required**
- Strong organizational, office management, and time management skills
- Ability to undertake proactive follow-ups on critical matters in order to effectively meet deadlines/commitments
- Ability to approach stakeholders in a persistent yet friendly and professional manner when needed.
- Ability to effectively manage multiple projects simultaneously with limited supervision
- Strong attention to detail.
- Exceptional communication skills **required** (written and verbal).
- Excellent interpersonal skills **required**; ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint) **required**; SharePoint and Salesforce **preferred**.
- Experience with database and calendar management **a plus**
- Passion for UpGlo's mission is **essential**

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid work schedule, medical/dental/vision insurance, short-term disability insurance, life insurance and retirement plan with employer match.

Salary Range Transparency:

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Salary Range Transparency: \$58,000 - \$68,000 USD per year

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Interested candidates should apply by clicking [here](#) and submitting a resume and cover letter.