



# Administrative Assistant

## Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment allowing them to acclimate to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, United Kingdom and Asia, including our US partners Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University, University of Alabama at Birmingham, Washington State University, Suffolk University, Illinois State University and Hofstra University.

## Reporting line

Reports to the Manager, Facilities and Administration

## Job overview

INTO University Partnerships North America seeks a flexible, proactive, resourceful and efficient Administrative Assistant to support and coordinate various tasks in its San Diego-based North American Headquarters. This is a wonderful opportunity to work with a dynamic, growing company, and contribute in a key position.

## Key accountabilities and duties

This is a valued role in a growing, dynamic organization, so the responsibilities of this position may change and develop over time, but will include the following:

### Daily responsibilities

- Office open and close
  - Resupply drinks/snacks/tea
  - Straighten conference rooms throughout the day; including purple and reception areas
- Empty dishwasher upon arrival and start dishwasher before departure
- Start coffee
- Tidy up kitchen counters, tables, and chairs
- Note supply levels and maintain organization of APC, Marketing, and Reception supplies drawers
- Manage office room calendar; work with departments to create space for larger meetings
- Greet and direct visitors; answer reception phone
- Make hotel reservations for individuals and conferences; maintain contracts with corporate hotels; book restaurant reservations for visitors; advise on using Concur Travel
- Handle mail and package deliveries; create FedEx shipment profile
- Check mail daily
- Employee benefit setup; manage relationships and approve payment for garages, Compass, and gym; pick up parking passes from Horton Plaza
- Assist in employee onboarding by setting up desks with supplies, order nametags, and set up FOB door access
  - Employee Termination- process (see guidebook)
- Order supplies and snacks per budget constraints

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- Setup building and vendor maintenance requests
- Managing/inputting departmental expenses in Concur
  - All facilities purchases (Amazon, catering, Costco, Compass/MTS, etc.)

#### **Weekly Responsibilities**

- Ensure that kitchen has dishwasher detergent, dish soap, hand soap, cleaning spray

#### **Facilities Projects**

- Event planning
  - Holiday Party
  - Summer Party
  - Holiday Potlucks
  - Catering as needed
  - Other Social Office Events
- Conference Planning and Assistance
  - Hotels- contracts, corporate rates, arrivals, departures
  - Space Requirements as needed
  - Catering as needed
- Policy creation: work with manager to determine what employee behaviors need to be monitored (dishwasher/fridge/kitchen/Keurig use); create best practices docs (calendar use)
- Create and update Organizational Charts
- Work with manager to move departments within the office
- Order office furniture

#### **External Department Projects**

- APC: Password Admin (ongoing)
- Marketing: Copy editing brochures
- Recruitment: interview coordination
- HR: small weekly tasks; work together for onboarding

### **Qualifications and Experience**

- Experience managing a reception desk and directing phone calls
- Experience with office supplies, stocking an or
- Excellent communications skills (oral and written)
- Experience in event planning
- Proficient with the following programs:
- Microsoft Office (Word and Excel)
- PowerPoint
- Works well in team-environment and independently
- Enjoys providing support in a role that helps drive overall success

### **Expectations**

- Remain flexible as position becomes more defined
- Be a self-starter and engage with direct supervisor on ideas for excellent customer service and additional duties which will assist in making the front desk and office run as smoothly as possible
- Complete assigned tasks and projects in a timely manner and with the highest quality
- Take initiative to improve office procedures, protocols and organization
- Respond to requests in a timely manner and mark tasks as complete
- Accurately and consistently track your hours and be punctual when arriving for your workday
- With direct supervisor, obtain mastery of front desk and office policies



## Location

The position is based out of INTO North America's headquarters in San Diego, CA

## How to apply

To be considered for this position, please submit your cover letter and resume at the following location:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101\\_000001&jobId=295666&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101_000001&jobId=295666&source=CC2&lang=en_US)

Application Deadline: **September 13, 2019**

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.