Alabama Supercomputer Authority
ASA

Position: Administrative Assistant
Location: ASA Montgomery
How to Apply: email resume to personnel@asc.edu
Deadline: Open until filled

General Description

This position will report to the COO. The Administrative Assistant coordinates all activities, facilitates all official government, state and local communications. This position will assist the Executive Assistant with coordinating and planning executive committee and board meetings, board communication and all board activities. Also answers ASA incoming phone calls and greets visitors as needed.

Responsibilities

- Administrative support for COO and Montgomery office.
- Variety of clerical duties
- ASA receptionist for visitors as backup for the Executive Assistant
- Prepares reports for CEO and COO as requested
- Prepares Power Point presentations as requested
- Tracking of ASA internships
- Maintain ASA staff contact information

Principle Accountabilities

- Serve as backup for Executive assistant when needed
- Prepare reports and presentations
- File maintenance
- Montgomery office support as needed

Qualifications

Associates' degree preferred. One year of clerical experience to include proficient use of Microsoft Office suite. Continued training will be required.