

The Massachusetts State College Building Authority (MSCBA)
253 Summer Street, Suite 300
Boston, MA 02210

MSCBA, an agency of the Commonwealth with management responsibility for new construction, capital repairs/renovations for residence halls and other student activity facilities on the State University and Community College campuses, seeks an

ADMINISTRATIVE ASSISTANT

PRIMARY FUNCTIONS:

Provide administrative assistance and front office reception assistance with general office, finance, and project management tasks, administrate daily affairs including sorting mail, answering phones, taking messages and following up with campus contacts and vendors, photocopying, filing, invoice processing, public bid record-keeping, trade contractor prequalification support, and correspondence. Other duties may be assigned by the supervisor as needed.

ORGANIZATIONAL SUMMARY:

Reports to the Chief Administrative Officer.

SKILLS, KNOWLEDGE, QUALIFICATIONS, AND EXPERIENCE:

- A minimum of five years' experience, or equivalent education, in office administrative support work, demonstrated proficiency in Microsoft Office, email, and scheduling. (Applicants may be asked to take proficiency tests.)
- Meticulous attention to detail, excellent written English (composing correspondence, proofreading, and filing), some experience with budgeting and processing contracts, and willingness to assist in a broad range of tasks as required.
- Willingness to learn new skills, and discretion in confidential matters essential. Excellent interpersonal communication skills, both written and verbal.
- Experience in a design and construction environment, or in public sector or higher education a plus.
- Good judgment, organizational ability, initiative, and the ability to work independently.
- Ability to prioritize and manage multiple tasks at the same time so that deadlines are met.
- Bachelor's degree preferred, but requirement may be met with relevant work experience.

***MSCBA IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, SEXUAL
ORIENTATION, AGE, NATIONAL ORIGIN, VETERAN STATUS, DISABILITY, OR MEMBERSHIP IN
ANY OTHER CLASS PROTECTED BY APPLICABLE LAW***

This is a full-time position (37.5 hours per week). Salary commensurate with experience and qualifications. MSCBA employee benefits include health, dental, long-term disability, and life insurance, as well as paid sick leave and vacation time, discounted public transportation, and participation in the Massachusetts State Retirement system.

Please send cover letter and resume to:
Ellen Bell, Chief Administrative Officer, at ebell@mscba.org