

VACANCY ANNOUNCEMENT

Position	Administrative Assistant
<p>1 Person</p> <p>Administrative Assistant</p>	<p>About RTI International</p> <p>Mission/Education/Experience RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. With a worldwide staff of more than 4,500 people, RTI offers innovative research and development and a full spectrum of multidisciplinary services. Universities in North Carolina founded RTI in 1958 as the first scientific organization in and centerpiece of the Research Triangle Park.</p> <p>RTI International is implementing the USAID-funded five-year Read Liberia Activity to improve reading outcomes of children in the early grades in Liberia. Read Liberia will work closely with and support the Government of Liberia’s efforts to improve the reading abilities of students in the early grades of public schools. RTI is an equal opportunity employer.</p> <p>RTI is recruiting Administrative Assistant who will provide support to operations and will be assigned at the Montserrado Head Office.</p> <p>Job Summary:</p> <p>Admin Assistant will provide support to finance and operations teams particularly around training workshop logistics, book distribution, and management of mobile money payments.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist the project and staff in organizing official business appointments; • Receive telephone calls and perform reception duties, as needed, in a professional and courteous manner; • Handle logistical arrangements for meetings and workshops i.e., preparation (printing/collating) of training materials, request for workshop supplies, arrangement of travel and lodging accommodation of participants, request for cash advance, as applicable and necessary; • In collaboration with the Procurement Specialist, maintain a database of all incoming and outgoing communications; handle shipping/ mailing/ delivery of outgoing communications in coordination with courier or the Office Assistant; • Provide support to the project in producing and delivering letters and other correspondences, preparing basic tables and graphics, as needed, and in the reproduction and assembling of reports; • Assist in the collection/collation of data or information needed in the preparation of reports, as necessary, particularly collection of attendance sheets from events and meetings; • Establish and maintain an efficient filing system of project documents specific to the project according to the established filing system of the project; • Coordinate the timely processing and payment of all staff travel claims, vendor and supplier payments and other transactions with Finance; and

	<ul style="list-style-type: none"> • Perform other tasks as may be assigned by the
<p>Qualifications</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • High School complete or vocational training and 2 years of experience or equivalent combination of education and experience <p>Skills & Abilities:</p> <ul style="list-style-type: none"> • Excellent knowledge of MS Word, Outlook, PowerPoint, Excel • Ability to multi-task • Ability to work well with others • Ability to listen and communicate well both verbally and in writing • Ability to work independently • Attention to detail and accuracy
<p>To Apply</p>	<p>Applicants are requested to send:</p> <ul style="list-style-type: none"> • A motivation letter and updated curriculum vitae to: jobs@readliberia.rti.org • Address your application to: Human Resources Department RTI International/USAID Read Liberia MK Kafel Building, Gardner Avenue Btw. 16th & 17th Streets, Sinkor 1000 Monrovia, 10 Liberia • Interested applicants may submit hard or soft copy application • In the subject line of your email and applications, please list Administrative Assistant • Only shortlisted applicants will be contacted
<p>Deadline</p>	<p>July 18, 2018 at 5:30 PM</p>