

## **Job Description**

### **Office Administrator**

The Regional Technology Development Corporation (RTDC) of Cape Cod, a not for profit company, based in Woods Hole, MA, is an innovative, entrepreneurial organization involved with the identification and assessment of regional and national research and development (R&D) initiatives for commercial application and company formation on Cape Cod. The RTDC currently seeks a part-time Office Administrator on a consulting basis. Primary responsibilities will include general office duties (as described below) general secretarial duties and organization functions as needed. Extensive software skills are required, as well as strong communication skills.

#### **General Office Duties:**

Maintain and manage all files and contact databases, as well as all legal documentation for the RTDC. This includes organizing all documents and obtaining appropriate signatures, when required

Serve as internal point-of-contact for coordination and updating of all RTDC internal and external communication programs. This includes the RTDC website, all informational and promotional materials and periodic press releases

Maintain RTDC calendar of deadlines, meetings and events. This includes coordinating staff schedules to insure availability and avoiding schedule conflicts. Also helping to track progress of projects and programs relative to assigned completion dates and deadlines

Manage the purchase and inventory control of office expendables and other office supplies

Insure that all office equipment, including copiers, telephone system, PC's printers and network peripherals are kept in working order

Coordinate, organize and manage all on and off site meetings including the scheduling of transportation and travel arrangements and associated paperwork for participants and staff.

Preparation, final assembly and printing of proposals, presentations and reports.

#### **Requirements:**

Personable, articulate individual who is comfortable working in a fast paced but flexible environment involving a broad range of business and technology issues. Must be able to deal and correspond with senior level business managers, researchers, engineers and scientists on a routine basis

Individual with personality and aptitude to operate effectively in an entrepreneurial environment, as well as the ability to address and manage multiple issues simultaneously. A positive, "can-do" attitude to providing creative solutions to day-to-day challenges is required

Extensive software skills are required, including a solid working knowledge of Microsoft Office Software, including Word, Excel, Power Point and Outlook. Desktop publishing capabilities a plus.

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