

HRC Administrative Assistant

The Hydrologic Research Center (HRC), San Diego, was founded in 1993 and it is a non-profit, public-benefit research, technology transfer and training organization dedicated to the development of effective and sustainable solutions to global water issues. HRC's research-to-operations activities provide mitigation strategies that save lives, protect health, and enable economic prosperity and long-term sustainability of local agriculture, water resources, healthy ecosystems, and natural resources through a range of projects and grants from local to global scales. At present, HRC-developed operational systems support hydrometeorological forecasters in more than 65 countries, serving about 3 billion people worldwide. Please visit the HRC website for more details: <https://www.HRCwater.org>.

HRC has an opening for an Administrative Assistant.

Roles and Responsibilities

- Provides administrative support to the HRC Director, Chief Operating Officer, Administrative Associate, and staff.
- Schedules, coordinates, attends meetings and provides detailed minutes.
- Assists in the preparation of regularly scheduled reports with feedback from science and engineering staff.
- Makes travel arrangements, locates and books venues and hotel accommodations for non-U.S. participants who attend workshops at HRC and in foreign countries. Responsible for communication with participants from foreign countries to convey travel information and training materials.
- Facilitates in-country per diem and expense payments for workshop participants when relevant.
- Works with staff to produce the final reports for training workshops.
- Provides travel, hotel, and on-site support to trainees and visitors at HRC.
- Audits expense reports, orders office supplies, and other routine office processes.
- Maintains files (physical and electronic), contact list and archives of relevant records.
- Performs other duties as required.

Qualifications and Work Skill Set

- Five years plus related experience as an Administrative Assistant.
- Excellent communication and writing skills as well as a demonstrated ability to work well with a diverse group of people.
- Demonstrated professionalism in past work experiences.
- Self-motivated, detail-oriented, exceptionally organized.
- Ability to efficiently manage competing timelines.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office (Word, Excel and PowerPoint).
- Comfortable being diplomatic, flexible, and resourceful.
- Ability to use problem solving skills.
- Commitment to HRC's mission and work.

Additional Information and Instructions

- HRC's office is located in San Diego, California.
- All staff currently work remotely within the region with frequent in-person meetings.

Salary commensurate with qualification and experience. Salary range is \$56,000 to \$65,000. HRC provides a competitive benefits program including retirement, medical, dental and vision plans, paid vacations, holidays, and sick leave.

Candidates should email a cover letter highlighting the reasons for their interest in the position, their current CV, and the names of two references that are familiar with the candidate's past work to: Dr. O. Osidele, Chair, HRC Administrative Assistant Search Committee: FOsidele@hrcwater.org. Selected candidates will be provided an application form that must be completed prior to final selection.

The position will be open until filled.

HRC is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document Form I-9 upon hire.