

Administrative Assistant

Position: Business Assistant
bwtech@UMBC Research Park Corporation – Full Time

Location: bwtech@UMBC North
5520 Research Park Drive, Suite 100
Baltimore, MD 21228

Description: The bwtech@UMBC Research Park Corporation is an innovative economic development project serving companies working the field related to life sciences, engineering, clean energy, and cyber security. bwtech@UMBC leases office and laboratory space to over 130 companies and provides programming services to these companies. The Business Assistant provides administrative support to the bwtech leadership team, including Executive Director, Director of Entrepreneurial Services, the Director of Leasing and Facilities and the Business Manager.

Job Description

Responsibilities include but are not limited to:

Front Desk Service

- Greet all visitors through a controlled/uncontrolled security entrance
- Customer Service to all visitors, staff, and tenants-
- Accept and distribute all incoming packages
- Sort and distribute all incoming mail to staff and tenants
- Answer telephone and email inquiries and forward or direct calls-appropriately
- Maintain office equipment, copiers, fax machine, telephone, AV equipment
- Manage Key and Security Card Distribution

Administrative Duties

- Provide administrative support to bwtech@UMBC staff, including financial reimbursements, calendar management, booking travel arrangements, conference room scheduling, and AV setup for meetings
- Schedule maintenance for offices and conference room through leasing company-
- Prepare monthly credit card logs, expense reports and check logs
- Order office supplies and maintain office supply closet
- Schedule and maintain minutes for meetings of the Board of Directors and affiliated committees
- Maintain and organize sensitive and complex filing system
- Maintain database/lists for all incubator tenants, including but not limited to:
 - Tenant Management
 - Keys/Security Cards
 - CEO Contact List
 - Prospect list

- Company descriptions

Facilities Responsibilities

- Maintain cleanliness & organization of office, vacant office spaces and shared areas, including kitchen areas
- Stock offices and kitchen areas
- Give suite tours to prospective tenant companies
- Coordinate furniture and offices moves for all incoming and outgoing tenants

Event Responsibilities

- Assist in setting up and clean up for events (day and evening)
- Attend events; assist in any administrative tasks

Perform other duties as assigned by the leadership team.

Required Minimum Qualifications:

- Requires a High School Diploma or GED
- Three years' experience providing administrative support
- Highly proficient in the use of various software package, including Microsoft Office (Excel/Word/PowerPoint), virtual programs (Zoom/Webex), email and Google Calendar
- Ability to clearly communicate effectively, both verbally and in writing
- Ability to interact effectively with internal and external parties in an efficient manner (Customer Service Skills)
- Ability to be able to establish priorities and work independently as well as be a team player
- Ability to execute multiple tasks and continue assignment under general instructions-

Status: Full Time Position

Salary: \$31,000 - 40,000

Benefits: Health and Retirement Benefits are available

Equal Opportunity

Statement: bwtech@UMBC is an Affirmative Action/Equal Opportunity Employer. Applications from women, minority group members, veterans and individuals with disabilities are encouraged to apply.

Accommodation: If you require a reasonable accommodation for a disability for any part of the employment process, please contact the Bobbie Soellner at 410-455-8901 or MD TTY Relay Service 1-800-735-2258 between 8:00 a.m and 3:00p.m. Monday through Friday.

To Apply: Please send a cover letter, resume, and three (3) professional references to:
Bobbie Soellner
5520 Research Park Drive, Suite 100
Baltimore, MD 21228
Or Email: bobbiesoellner@umbc.edu

Accepting resumes until position is filled.