



Administrative Assistant *Full-Time*

Fort Ticonderoga is committed to an authentic and engaging visitor experience in all facets of its public engagement and programs and uses its landscape, structures, exhibits, and collections to educate its 70,000 annual visitors about the site's remarkable history.

Vision:

We aspire to enrich the human experience and strengthen citizenship by fostering critical thinking, historical literacy, and an appreciation of beauty.

Fort Ticonderoga's Mission:

Fort Ticonderoga preserves, educates, and provokes an active discussion about the past and its importance to present and future generations. We foster an on-going dialogue about citizens, soldiers, and nations through America's military heritage.

Knowledge, Skills and Ability:

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operations of The Fort Ticonderoga Association administrative office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

As a Fort Ticonderoga team member, it is the Administrative Assistant's duty to participate in any capacity the President and CEO sets forth for him/her.

Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Provide general support to visitors
- Provide information by answering questions and requests

- Handle multiple projects
- Prepare and monitor invoices
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques including phone systems, oversee equipment maintenance and lease agreements and renewals, etc.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings as needed
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort and distribute the mail
- Answer telephone calls and pass them on
- Manage staff appointments
- Maintain up-to-date employee holiday records
- Greet and assist visitors to the office
- Organize and ensure office is kept clean and tidy
- Provide support for events and fundraisers
- Assist with IT-management
- Assist with lease/contract management
- Other duties as assigned

Work Schedule:

Normal work schedule is Monday through Friday. Occasional weekend work may be required.

Qualifications:

Associates degree required. Bachelor's degree and three to five years of professional experience preferred. Exceptional customer service and interpersonal skills required.

Strong communication skills a must and excellent problem solving skills are required. The Administrative Assistant must have strong organizational skills with a keen attention to detail. Experience with MS Office suite. The ability to interact effectively with a wide range of constituents and individuals expected along with the ability to manage multiple responsibilities and prioritize with direction from Supervisor. The Administrative Assistant must have an outstanding professional demeanor and impeccable work ethic; be enthusiastic, flexible; energetic, and committed to excellence in his/her work. He/she must be able to strategically support Fort Ticonderoga's mission and vision and help lead a positive organization dedicated to excellence.

This position reports to the President and CEO. Salary is commensurate with experience. Fort Ticonderoga is an Equal Opportunity Employer.

To apply send letter of interest, resume, and three reference to Beth L. Hill, President and CEO, The Fort Ticonderoga Association at P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883 or e-mail bhill@fort-ticonderoga.org. Faxed applications may be sent to 518-585-2210. For more information call 518-585-2821. For additional information on Fort Ticonderoga visit www.FortTiconderoga.org. Submissions must be received by February 19, 2021

Current: 1/5/2021