



## THE HERBERT H. AND GRACE A. DOW FOUNDATION

**Title:** **Administrative Assistant**

Employment Type: Full Time

Compensation: Commensurate with experience. Benefits include 401(k), health, dental, vision and vacation.

Application: Please send cover letter, resume, and three references (include email addresses) to:

The Herbert H. and Grace A. Dow Foundation

c/o Human Resources

1018 W. Main Street

Midland, MI 48640

hr@hhgadowfdn.org

### Position Summary

The Administrative Assistant will be responsible for providing general administrative support to the Executive Director, Executive Assistant, Controller and Grants Administrator. Will support leadership through a variety of tasks related to organization communication. Responsible for confidential and time sensitive material.

### Primary Responsibilities

- Answer and direct phone calls
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of reports and meetings
- Maintenance of electronic and paper filing systems
- Collaboration with other staff members

### Qualifications

- High School Diploma or GED
- Previous experience in a professional office setting with proven administrative or assistant experience
- Excellent project and time management skills
- Excellent written and verbal communication skills
- Enjoy working independently and as part of a team
- Ability to maintain positive working relationships with colleagues, trustees, grantees and vendors
- Maintain confidential information
- Approach work in a meticulous manner with an ability to meet deadlines and juggle multiple priorities