

**September 8, 2010**

**Job Posting: Administrative Support Assistant**

A.I.S., Inc., the observer provider for the NMFS Northeast Observer Program is hiring an Administrative Support Assistant. This position supports the daily functions of the observer program based out of the East Falmouth, MA office and reports directly to the Program Manager. This is a full time position with benefits.

**Qualifications:**

- Proficient in Microsoft Office, including Word, Access and Excel
- Ability to multi-task and work independently
- Willingness to work in a dynamic and fast paced work environment
- Excellent communication skills
- Fisheries background preferred, but not required

**Duties:**

- Field questions from observers
- Manage daily the Pre-trip notification System
- Logistics (including travel) and reservations for trainings and general travel
- Maintain and distribute employee roster
- Receive activity logs and expenses and forward to corporate office
- Provides cell phone support and maintenance
- Perform various support functions for A.I.S. staff
- Training facilitator and liaison
- Order supplies as needed
- Other tasks as assigned

**Please submit resume and list of 3 references to:**

Gwynne Schnaittacher, Program Manager, [gwynne.schnaittacher@noaa.gov](mailto:gwynne.schnaittacher@noaa.gov)

**Closing Date:** September 17, 2010