



100 Enterprise Way, G300
Scotts Valley, CA 95066

1630 San Pablo Avenue #500
Oakland, CA 94612

JOB ANNOUNCEMENT

Administrative Assistant

We Innovate Science-Driven Solutions to Advance Health and Wellness

dfusion is a small woman-run business in the San Francisco Bay Area committed to developing science-driven innovations to improve health and well-being for a variety of audiences. dfusion's products are informed by the latest scientific research about what works for heightened relevance and impact. Staffed by a team of nationally recognized public health and social behavioral scientists, the organization leverages technology to bring science-based research to practice.

Position Brief

Reporting to the Operations Manager and CEO, the Administrative Assistant will perform office support, logistical tasks, and organizational tasks in support of ongoing corporate activities and changing project needs. This position is part-time, with potential of full-time status.

Essential Duties and Responsibilities

- Provide logistical, organizational and meeting support to dfusion staff.
- Completes computer-related tasks such as word processing, uploading digital data, web searches, etc.
- Completes routine tasks such as filing, photocopying, collating materials, preparing packages to be shipped, etc.
- Completes storage organization tasks such as moving materials; disassembling, purging, and scanning manuals; reviewing used materials for future use; shredding documents; etc.
- Completes online and in-person purchases, prepares expense reports and files as needed.
- Develops graphics and PowerPoint slides for presentations and project materials.
- Assists with follow-up tasks for trainings.
- Other duties may also be assigned.

Accountabilities

- Maintains high standard of accuracy in all tasks.
- Completes tasks efficiently and within stated timelines.
- Demonstrates proficiency in computer software applications.
- Demonstrates complete attention to details.
- Responsible and able to follow through on tasks under general supervision.
- Demonstrates ability to multi-task and prioritize, asking for assistance if necessary.
- Tracks specific project tasks under guidance of supervisor.
- Maintains effective communication with vendors, clients, and agency staff.
- Keeps supervisor well informed.
- Follows agency policies and procedures.
- Maintains confidentiality of sensitive information.

Reasoning Abilities

The reasoning ability demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, spreadsheet, or diagram form. Ability to identify a potential problem, determine how to best deal with it, and seek consultation from the appropriate agency staff if necessary. Ability to conceptualize, coordinate and communicate effectively.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, move and feel objects and controls; reach with hands, arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally correctly lift and/or move up to 35 lbs.

Specifications

- High School Diploma or GED, some college preferred.
- Minimum two years clerical experience preferred.
- Excellent skills in PC operating systems and software such as Microsoft Word, Excel, PowerPoint, and conferencing software.
- Competent written, verbal, and interpersonal communication skills, including thorough knowledge of the English language.
- Good clerical and organizational skills.
- Responsible and able to follow through on tasks under general supervision.
- Comfort with working on issues related to reproductive and sexual health.
- Valid driver's license and proof of auto insurance certificate required.

Deadline Posted May 10, 2019. Open until filled.

Application Please submit cover letter and resume to: dfusion@dfusioninc.com. To learn more about dfusion go to www.dfusioninc.com.

dfusion offers to qualified employees excellent benefits, including employer-paid life, disability, health, dental and vision insurance; generous personal time off and holiday pay. dfusion sponsors a 401(k) retirement benefit to qualified employees.

**dfusion is Proud to be an Equal Opportunity Employer
EEO/Vet/Disabled**