



***Salary in the region of \$56,000 p.a. (gross)  
Plus benefits including health insurance and 401k***

## **Administrative Assistant**

### **Based in Boston, MA**

As Northern Ireland's business development agency, Invest Northern Ireland ("Invest NI") is driving the transformation of Northern Ireland into an innovative, competitive and knowledge-based economy.

The International Business Group has primary responsibility for all Invest NI's activities in international markets. This includes securing inward investment to Northern Ireland, supporting Northern Ireland companies to access business opportunities and increase sales in international markets, building a network of key influencers and developing university or technology linkages.

The Americas region is a key target market for Foreign Direct Investment (FDI). It is also an important export market for Northern Ireland companies. There are currently 25 staff in the US, based in Boston (the regional HQ), New York, San Francisco, Chicago and Miami. Invest NI also has a staff member in Toronto, Canada and Santiago, Chile. They work collaboratively with each other, with Invest NI colleagues in Northern Ireland and other office locations, as well as a range of businesses, industry leaders, stakeholders and government officials.

Based in the regional HQ in Boston, the Finance and Admin team is an integral part of the Americas team. The team provides operational support to colleagues in the region and works with suppliers, vendors and various other contacts. The team is also responsible for banking, finance and budget related matters, Invest NI offices (such as office leases, rental payments, utilities such as telecoms), staff travel arrangements, payment and expense processing. The Finance and Admin team also provide advice and guidance in relation to internal Human Resources matters and for the delivery of the payroll function, recruitment and learning and development. The team works regularly with the colleagues from the British Embassy / Consulate, Foreign and Commonwealth Office (FCO) and colleagues located in Invest NI's headquarters in Belfast, Northern Ireland.

### **The Role and Requirements:**

We are recruiting for the position of Administrative Assistant. This position forms part of the Finance and Admin team, and supports colleagues in the Americas region in the pursuit of achieving key corporate goals and targets.

Reporting to the Finance and Admin Manager, the post-holder will be responsible for daily administrative tasks, payment processing, liaising with vendors, suppliers and business contacts, coordinating and arranging staff travel, processing staff expenses and preparing reports. In addition, he or she will work on ad hoc projects relating to the Americas team, as requested by management.

We are seeking a reliable and dynamic candidate with the following qualities, who possess the necessary administrative experience and enjoys working in a performance-driven environment for a values driven mission:

- A high level of professionalism and organizational skills;
- Prepared to go above and beyond in their role;
- Ability to work independently, self-driven and strong attention to detail;
- Good with numbers;
- Excellent interpersonal and communication skills;
- Adaptable to change;
- Excellent problem solver – initiative to research proactively for practical solutions and present them to management.

#### Responsibilities of Administrative Assistant

- Assist with the management of accounts receivable, accounts payable and payment functions
- Assist manager with the preparation and collation of information for monthly budget reporting and financial returns (including bank reconciliation)
- Assist with the validation of staff expenses
- Organize and assist/manage staff travel, event and hospitality approvals
- Provide admin support for HR functions as needed.
- Provide administrative support for operational and office management functions as needed.
- Administrative support for EVP Americas
- Undertake projects and special assignments as requested by management
- Screen and direct phone calls

#### Essential Criteria

1. A minimum of 3 years recent experience of successfully managing and delivering a range of office, administrative, financial and reporting procedures to meet operating requirements and deadlines;
2. A fast learner, and the ability to work at a fast-pace, prioritizing and managing activities and completing tasks / delivering results with an often heavy workload;
3. Excellent written and verbal communication skills.
4. A team player, and the ability to work collaboratively and effectively with colleagues and business contacts.
5. Experience of dealing with numbers and strong IT computer skills in Microsoft applications (such as Excel, Word, PowerPoint, Office) and Internet.

Experience in purchasing, and/or use of accounting packages will be an added advantage.

#### **To Apply**

To attract enthusiastic and qualified applicants, the salary for this post is highly competitive. Invest NI also provides an attractive benefits package including medical, dental and HRA as well as 401(k) Plan with match up to 5%.

United States terms and conditions of employment will apply to the post holder.

Due to our status as a foreign government entity in the US and in line with State Department regulations, we are only able to hire US Citizens or US Green Card holders.

No accommodation and relocation expenses are payable in connection with this position.

This full-time position will be based in Boston, Massachusetts. Invest NI Boston office is currently located in the Back Bay / Copley area. **Due to COVID-19, to safeguard health and safety of our staff, we will work with the successful candidate regarding working arrangements.**

If you are interested in this challenging and exciting opportunity, please submit:

- a. your CV / Résumé; and
- b. a cover letter in a .doc (Word) file format

to [usrecruitment@investni.com](mailto:usrecruitment@investni.com) no later than 5 pm EST August 14<sup>th</sup>, 2020.

Your CV / Résumé must clearly demonstrate your experience and suitability for undertaking this role by providing clear evidence of how you meet the above requirements. We will not make assumptions from the title of the applicant's post or the nature of the organization as to the skills and experience gained.

Late applications will not be considered. Due to the volume of applications expected, only those shortlisted for the next step of the recruitment process will be contacted.

References will be required before the appointment.

Invest NI is an Equal Opportunities Employer.

Further information about Invest NI is available at [www.investni.com](http://www.investni.com)

\*\*\*\*\*