



LAKESHORE

New Job Posting: Administrative Assistant

Lakeshore Foundation is currently accepting resumes for a part time Administrative Assistant. Position reports to the UAB/Lakeshore Research Collaborative Manager and is responsible for providing administrative support for the Lakeshore Foundation Research department. Requires knowledge of Excel, Word and PowerPoint software as well as the ability to prepare detailed reports, graphs and charts using these software packages. Excellent communication skills are required for interaction with employees, visitors, research participants, and research faculty. Best candidates will have excellent organizational skills, knowledge of office procedures, filing systems, and specialized records/reports. Ability to format documents and compile data, as well as to plan and schedule meetings and department events required. Prior experience required. Resume and letter of interest should be forwarded to Debbie Smith at Lakeshore Foundation, debbies@lakeshore.org. EOE