ADMINISTRATION ASSISTANT
W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

Position Summary

The W.E. Upjohn Institute for Employment Research is seeking an experienced administrative professional to provide a wide range of clerical and office support activities for the organization’s Chief Administrative Officer. Responsibilities include significant emphasis on human resources functions and processes including managing job applicant material, conducting initial candidate phone interviews, reference checks and creating training materials. General administrative duties include calendar management, creating/editing documents, updating policy documents, and maintaining digital and hard copy files.

Position Requirements

A minimum of five years of administrative support experience required. Must have a high degree of proficiency with office computer software programs Microsoft Office Word, Excel, Power Point, as well as Adobe Acrobat and various web browsers. Must be able to perform all work with a high degree of accuracy. Strong verbal and written communication skills required. Must be able to maintain discretion and confidentiality. Human resources experience a plus.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the Upjohn Institute has functioned as one of the world’s leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Institute offers a competitive salary and generous benefit package.

Application Instructions

Submit resume and letter of interest to hr@upjohn.org.