Title: Administrative Assistant Intern

Our Network and Communications Technologies business unit is seeking an Administrative Intern to provide administrative and clerical support to relieve department managers or staff of administrative details.

Skill Level:
Applies acquired job skills and company policies and procedures to complete assigned tasks.

Job Complexity:
Works on assignments that are semi-routine in nature but recognizes the need for occasional deviation from standard practice.

Supervision:
Normally follows established procedures and requires instructions only on new assignments.

Adaptable: Willing to learn new skills and tools as required to perform new assignments.

Job Accountabilities: May coordinate messages, appointments, share information with callers, file maintenance, department office supplies and mail. Researches, compiles and proofs word processing assignments.

- Produces reports, correspondence and proposals
- Organizes and maintains files
- Answers telephone
- Sorts and distributes mail
- Performs other routine administrative and clerical duties as assigned such as, but not limited to, assisting in maintaining budget reports, travel arrangements, photo copying

Required Skills:
Experience with web-based forms and applications Experience with Microsoft Office, especially Word, Excel, and Powerpoint

Minimum Education:
High School diploma or equivalent
Availability Work schedule requires 10-15 hours per week during the school year and full-time hours during the summer months. Minimum Experience 0-2 years related experience

Reports to: Director of Program Control Office Raytheon BBN Technologies is an Equal Opportunity/Affirmative Action Employer

Deadline to apply: 4/30/2014