



FAIR LABOR
ASSOCIATION

FLA Seeks Administrative Assistant

This is a challenging and exciting opportunity to join an international team dedicated to improving working conditions in factories around the world. The [Fair Labor Association](#) (FLA) works with brand name companies, universities and civil society organizations to enforce labor standards and develop innovative strategies to end sweatshop abuses around the world.

The FLA is hiring an Administrative Assistant to assist the Director of Code Implementation and Monitoring (CIMP) in the overall coordination and organization of the CIMP group's activities and in identifying and executing the CIMP program priorities.

Primary Duties

- Provide day-to-day administrative support for CIMP and facilitate communication with the rest of the FLA office and staff.
- Provide CIMP staff with administrative support which includes filing and retrieving documents both electronically and in hard copy.
- Provide support to CIMP programs which includes updating and maintaining databases and assisting with database developments and enhancements.
- Maintain calendars of activities for the CIMP group.

Required Skills

- Strong organizational skills with attention to detail
- Excellent communication skills.
- Ability to balance multiple priorities
- Self-starter.

Required Knowledge and Experience

- Knowledge of MS Office suite.
- International experience, particularly in a professional setting; familiarity with labor issues a plus.
- One to two years in an office environment; familiarity with non-profit organizations.
- Experience with databases is a plus.

The FLA offers a generous benefits package, including health and dental insurance, contributions to all employees' retirement plans, life insurance and generous vacation and sick leave. To apply, send 1) your resume and 2) a cover letter to employment@fairlabor.org. You must submit a cover letter to be considered for the position.