



About the American Chemical Society (ACS)

With nearly 157,000 members, the American Chemical Society is the world's largest scientific society and one of the world's leading sources of authoritative scientific information. A non-profit organization, ACS is at the forefront of the evolving worldwide chemistry enterprise and the premier professional home for chemists, chemical engineers and related professions around the globe.

ACS Publications Division

The Publications Division of the American Chemical Society provides to its members and the worldwide scientific community a comprehensive collection of high-quality information products and services for the practice and advancement of chemical sciences. The Journals Publishing Group publishes over 50 internationally respected high-quality scholarly research journals, as well as publishing a symposium series and other book-related content. With our head office in Washington DC, we have a growing global presence in key markets, including offices in Oxford, Beijing, Singapore, Bangalore.

The Role

We are looking for a Senior Administrative Assistant to support an executive based in Oxford, UK, and also to provide general support for the office and other publishing staff based in this locale. The position will contribute towards a high level of organizational effectiveness.

In supporting the Senior Vice President (SVP) for the Journal Publishing Group, you will serve as a key contact amongst the broader ACS community. You will interact directly with all levels of ACS staff, ACS Editors, ACS customers, ACS Governance, Professional Organizations and the general public. The work will include handling highly confidential information; thus the successful candidate will be required to exercise discretion and judgment to sensitive issues and situations. Duties require gaining a basic knowledge of the Society's policies and operations, strong oral and written communication skills, and the ability to coordinate with Society staff to accomplish tasks.



General office responsibilities include proactive scheduling of meetings and appointments, booking travel arrangements, managing office supplies, greeting visitors and providing general administrative support to our UK team of staff.

The Senior Administrative Assistant reports directly to the Senior Vice President, Journals Publishing Group.

Typical Activities:

- Coordinates the preparation of letters and documents requiring the supervisor's signature; schedules activities, meetings, and travel; assists with the preparation of and follow-up from meetings; drafts agendas and minutes; maintains calendars; reconciles corporate card and travel vouchers and other expense reporting; and handles communications (telephone calls, email, mail and files) for the Senior Vice President. All work performed with accuracy, initiative and attention to detail, employing proofreading and version control.
- Assists in preparation of month-end reports, Governing Board and Joint Board Council Committee presentations and other internal and external presentations and communications, and works closely with their counterparts in the President's office, and all key departments within ACS Publications.
- Maintains and develops SharePoint site, shared drives, and other internal and external online resources for the Journals Publishing Group
- Coordinates the Journals Publishing Group monthly meeting and meetings of the Editorial Development group. Coordinates web and video teleconferences.
- Monitors staff deadlines, leave and travel activities. Updates department information listing and maintenance of organization chart.
- Processes facility, hotline, catering, and travel requests.
- Prepares general payment vouchers and purchase requisitions.
- Coordinates document workflow requiring senior management approval.
- Performs special projects, as required, to support ACS Publications Division.

Required Experience:

University or college degree, or equivalent experience or formal training. Excellent communication and organizational skills; strength at multi-tasking. Administrative office experience preferred.



To apply for a position, please submit your cover letter and CV to careers@acsi.info

EEO/Minority/Female/Disabled/Veteran