ADMINISTRATIVE COORDINATOR

Blockchain Research Institute Overview

The Blockchain Research Institute is a global, independent think-tank organized to study the strategic implications of blockchain for business, government and society. Our syndicated research program aims to close the knowledge which currently exists among business and government leaders regarding this second era of the internet.

The Blockchain Research Institute is the only organization of its kind, bringing together nearly 40 globally recognized leaders producing intellectual property worth over $4 million. We also dedicate significant time to assuring an organization extracts the most possible value from the research we provide. We have a strong member experience team that works closely with members of each organization who are influenced by this work and have the ability to act on it. The program culminates with a specialized executive briefing, detailing key research areas and relevant experts, builders and potential partners for organization in many different fields. Finally, we work to bridge the gap between enterprise leaders and the pioneers in the blockchain community. The BRI's knowledge network includes leaders not just in enterprise and government, but a world-class faculty and network of builders and pioneers in blockchain. Our all-member summits are an opportunity to bring these groups together and find opportunities for collaboration.

Our core team is small, with roughly 10 full-time staff orchestrating the program. However, our network of project leaders and experts is vast. We have contracted with roughly 40 global authorities on different topics. We are building a network for obvious reasons – we have found that the global expert in each industry vertical or horizontal is active in the blockchain space already, and so naturally work with a number of organizations around the world.

Job Overview

We are looking for a highly organized, and self-motivated individual to join our growing team as an Administrative Coordinator. Our successful candidate will have a cheerful and enthusiastic disposition, a can-do attitude, and strong communication and learning skills.

Responsibilities

- Assist in general administrative duties, including greeting and managing the arrival of clients and guests; answering, screening and directing incoming phone calls; ensuring the office is tidy and presentable; handling mail, deliveries, and couriers; assisting with the ordering of supplies; and running errands.
- Provide administrative support to various teams within the organization.
- Assist with communications/marketing, sales, and research initiatives.
- Prepare correspondence, documentation, or presentation materials.
- Other administrative duties as assigned.

Requirements

- Minimum of 1-2 years of experience supporting in a similar role.
- Post-secondary education.
- Excellent written and verbal communication skills .
- Ability to work independently and in a team with a results-driven attitude.
- Highly efficient in using MS Office Suite; Advanced PowerPoint skills a definite plus.