



The Motorcycle Safety Foundation Announces an Opening for Administrative Assistant, New York State Motorcycle Safety Program

Contingent upon execution of a contract with the New York Department of Motor Vehicles the Motorcycle Safety Foundation we will begin administration of the New York State Motorcycle Safety Program (NYSMSP). At that time the Motorcycle Safety Foundation will need qualified individuals to fill key positions in the New York State Motorcycle Safety Program.

Motorcycle Safety Foundation (MSF) is seeking an Administrative Assistant for the New York State Motorcycle Safety Program. The successful individual will be responsible for providing administrative assistance to the New York State Motorcycle Safety Program based near Albany, NY.

The Administrative Assistant will work closely with the NYSMSP Program Manager and be responsible for performing clerical and administrative duties including handling customer service calls, assisting with projects, preparing correspondence, reports, forms and presentations, scheduling meetings, and making travel arrangements. The successful candidate must have the ability to effectively handle confidential information, work independently and demonstrate diplomacy and good judgment.

The association is seeking an individual with a background equal to four years of experience demonstrating the effective handling of administrative multiple tasks, great organizational skills, strong attention to detail, and workflow efficiency. The associate must have a professional demeanor and be able to effectively anticipate issues, must have good written and verbal communication skills and must have top-notch customer service skills. He/She must be have intermediate or advanced Word and Excel skills and must be proficient with PowerPoint.

The Foundation offers a competitive salary, an industry leading paid benefits program, which includes medical, dental, vision, life, disability and 401(k) and a business casual work environment.

Note: Position availability is contingent upon execution of a contract between MSF and the New York Department of Motor Vehicles.

Please e-mail your resume with salary history and salary requirement to Recruiting@msf-usa.org. Resumes without salary history and a salary requirement will not be considered.