

ADMINISTRATIVE ASSISTANT, OFFICE OF OPERATIONS

Reports to the Director of Operations

March 1, 2024

General Responsibilities:

The position of Administrative Assistant in the Office of Operations is responsible for ensuring that the office is operating effectively and efficiently. The Administrative Assistant should be a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the school by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, processing work orders and purchase orders, and generally being a helpful and positive presence in the workplace.

To be successful as an Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, and general office tasks, and excel at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

Specific Responsibilities:

Essential Duties and Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations, setting up meetings, and reordering supplies.
- Assist with inventory management.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Process work orders
- Process purchase orders
- Process invoices for payment.
- Assist and cooperate with other members of the Department of Operations staff as the need arises.
- Perform other duties as assigned by the Director of Operations.

Position Details

- Initial Salary: \$28,000-\$33,000 depending on qualifications.
- 12-month position

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

High school diploma, vocational school diploma, or GED or equivalent; or two to four years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

Computer Skills:

Proficiencies required in Microsoft Excel, Microsoft Word, Internet Explorer or other web browsers.

Certificates, Licenses and Registrations:

Valid driver's license.