

Administrative Assistant Responsibilities

- Serves visitors by greeting, welcoming, and directing them appropriately
- Informs visitors by answering or referring inquiries
- Directs visitors to appropriate personnel to meet needs
- Answer, screen, and forward incoming phone calls to appropriate personnel
- Provides customer support for school platforms (Blackbaud, Canvas)
- Provides general and accurate information in-person and via phone/email to existing and prospective clients
- Processes requests for transcripts, report cards, letters of attendance
- Operates telecommunication system by following manufacturer's instructions
- Receives, sorts, and distributes daily mail/deliveries.
- Updates corporate calendar
- Performs other applicable duties such as photocopying, faxing, scanning
- Keeps a safe and clean reception area, including front walkway
- Assists Principal with creation and dissemination of school newsletter
- Serves as Post-Secondary advisor by maintaining and sharing college preparatory information with families
- Contributes to team effort by accomplishing combined tasks as needed
- Other duties as assigned by the Principal or Director of Operations

Qualifications / Skills:

Excellent written and verbal communication skills

Professional demeanor and appearance

Positive and friendly customer service relations

Excellent organizational skills

Initiative/Self-starter

Proficiency in Microsoft Office Suite/Google Applications

Multi-tasking and time management skills with the ability to prioritize tasks

Ability to be resourceful and proactive when problem-solving

Ability to maintain accurate and updated records

Education/Experience:

High School Diploma or GED equivalency required

Experience in education or related field preferred

Experience as administrative assistant or related customer service field preferred

Experience with administrative and clerical procedures and programs

Experience with multi-line telephone systems

Experience working as part of a team

Experience with all types of office equipment