

## **P.G. Chambers School Job Description**

<b>Position Title:</b>	Administrative Assistant
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**Responsible To:** Office Manager

**Primary Responsibility:** Provide administrative support to the administration, business office and school personnel.

### **Scope of Responsibilities:**

- Carry out administrative duties such as filing, typing, copying, scanning, etc.
- Obtain, compile, organize, and prepare information and data for various reports, and meeting agendas, ensuring information packages are complete and meet guidelines for compliance.
- Generate reports using Microsoft Office and specialized databases such as Raisers' Edge and Paradigm.
- Assist the office manager with maintaining discharged student charts.
- Draft letters and emails on behalf of directors as requested.
- Produce and distribute minutes for administrative meetings.
- Act as a backup receptionist.
- Act as a backup to office supply inventory and stocking process and purchase order processing.
- Assist in coordinating events for staff recognition, student and family activities, and donor functions.
- Assist in special projects as assigned.

**Management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary.**

**Job specification: 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.**

- High School diploma, college, or equivalent experience preferred.
- Proficient using MS Office 365.
- Proficient with fundraising information systems and/or student information systems or ability to learn and navigate new systems with ease.
- Knowledge of and agility in using virtual meeting platforms i.e. Zoom, Google Meet, and Microsoft Teams.
- Effective written and oral communication skills and the ability to request and convey information professionally.
- Strong prioritization and organizational skills.

- Proficient typing and editing skills.
- Attention to detail.
- Excellent customer service and telephone skills.
- Ability to work well independently and as a team member.
- Willingness to gain an understanding of education policies and procedures.
- Three years of experience in the field of education preferred but not required.
- Physical ability to lift 40 pounds.