



Administrative Assistant Position Description

APPLICATION

Career Transitions is seeking an administrative assistant. Candidate must be organized, detail-oriented, and have excellent communication and customer relations skills, and strong computer skills. Responsibilities include handling multi-phone lines, data entry, file maintenance, coordinating instructor and student schedules, maintaining class registrations, forms, payments, running errands, and other duties as assigned by management. 36 hours per week, \$18 to \$20 per hour, DOE. Paid vacation, holiday, personal, health insurance, and retirement plan. Email resume/CV and cover letter to info@careertransitions.com.

PRINCIPAL DUTIES AND FUNCTIONS

1. RESPONSIBILITIES

Administration:

- Daily answering of inquiries by telephone, email, and in-person and directs to appropriate employee.
- Run office errands using personal vehicle (mileage will be reimbursed).
- Manage incoming mail and distribute to appropriate employee.
- Attach CT forms for accounts payable.
- Perform daily deposits for CT.
- Assist with coordination and preparation of staff and Board meetings.
- Manage and maintain all office supplies, publications, and stationary.
- Maintain resource room materials (job vacancy listings and posting of current opportunities that are available).
- Assist with coordination of events and announcements.
- Coordinate all office related services and maintenance, including keys, recycling, garbage, cleaning, etc.
- Assist with the maintenance and functionality of office equipment. Troubleshoot when necessary.
- Enters the daily payments into the database and processes online credit cards.
- Prints, reconciles, and verifies accuracy of the daily payment spreadsheet.
- Imports all applications into the database and files electronic copies in program and vendor folders.
- Updates constituents in the database with information and progress as it's received.
- Performs other duties as assigned by management.

Programs:

- Assist with development of programming for training programs.
- Coordinate program staff, volunteers, and instructors.
- Develop and maintain all policies, procedures, and curriculum within programs.
- Maintain CT registrations, class schedules, forms, and payment information for all programs.
- Maintain metrics for programs and monitor student progress and success.
- Act as a Proctor for programs when necessary.
- Perform office mailings when necessary.

- Prepare student materials and online coursework as needed and maintain file documentation.
- Performs other duties as assigned by management.

DESIRED MINIMUM QUALIFICATIONS

1. EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma.
- College degree in relevant field preferred.
- Previous office administration preferred.
- Previous program coordination preferred.

2. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Office software.
- Ability to learn specialized software applications.
- Ability to effectively meet and deal with the public and exhibit strong customer service skills.
- Ability to communicate effectively verbally and in writing.
- Ability to follow verbal and written instructions.
- Maintain internal and external confidential information.
- Ability to contribute to a positive and calm work environment.
- Exhibit strong organizational skills.
- Exhibit a sustained capacity to work constructively with peer level employees and supervisors.
- Flexible schedule with increased work hours during peak workloads.
- Some travel required.