



EDUCATION & CAREER RESOURCES OF GA

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Job Title: Administrative Assistant	Reports to: Office Manager

You will work directly with our staff to ensure all administrative tasks are efficiently and effectively implemented. Must have strong interpersonal skills, the ability to manage multiple tasks at once, and a willingness to learn new skills.

Job Duties and Responsibilities

- Maintain positive and professional staff and client relationships; welcome and greet clients and office guests.
- Support staff with general operational tasks; perform general accounting and bookkeeping duties using QuickBooks.
- Plan and schedule meetings, presentations, and other recruitment related events; send reminders regarding upcoming classes.
- Answer phones in a professional manner and direct calls to appropriate person or take detailed messages.
- Provide detailed information to potential students in relation to classes.
- Manage communication of information in and out of the office; type out correspondence letters, emails, memos, etc. (paper and electronic); prepare outgoing mail and packages.
- Assist in preparation of recruitment materials.
- Monitor and maintain office equipment.
- Monitor office supplies; order and re-stock as needed.
- Ensure office is kept clean and organized at all times.

Administrative Assistant Requirements and Qualifications

- High school diploma or GED equivalent required/High School Senior
- Knowledge and proficiency of Microsoft Office Suite; Word, PowerPoint, Excel.
- Outstanding oral and written communicator.
- Excellent customer service skills and Professional demeanor.
- Self-starter who works well independently.
- Ability to prioritize given tasks and work efficiently towards completing them.
- Familiar with common office equipment (printers, copier, fax, etc.).
- Detail-oriented and exceptional organizational skills.
- Strong problem solver and analytical thinker.

Candidate

Date

ECRGA Representative

Date