

McNary Elementary School District #23

Position Description: **Office Assistant, Position Title**-Office Assistant

FLSA: Non-Exempt 12 month position, 40 hours per week, 8 hours per day-Monday - Friday

REPORTS TO: Business Manger

QUALIFICATIONS:

- High School diploma or equivalent.
- Minimum two year's front desk experience.
- Excellent computer skills, including Microsoft Office Suite.
- Exceptional writing, editing and proof reading skills.
- Ability to meet people and handle a variety of office tasks.
- Ability to type at least 35 words per minute.
- Ability to develop and maintain effective relationships with students, staff and the community.
- Ability to communicate effectively, verbal and written, maintain confidentiality
- Ability to organize, prioritize, take initiative, responsible for workload, meet deadlines while working with frequent interruptions and with minimum supervision
- Regular and on-time attendance required

JOB GOAL: To contribute to effective school/public relations by prompt and courteous handling of all inquiries with students, staff and the community. Promote a positive, uplifting atmosphere for our school.

PERFORMANCE RESPONSIBILITIES:

- Executive Assistant to Chief Financial Officer
- Greet all visitors courteously, determines their needs, and direct them to the proper person/department
- Answer incoming telephone calls and respond appropriately to requests for information
- Maintain an attractive and comfortable reception area which includes school literature and appropriate informative materials
- Enter requisitions for Chief Financial Officer and Accounts Payable
- Inventory, stock and maintain supply room
- Process Amazon orders
- Vendor management
- Receive and deliver UPS and Fed Ex packages. Enter packing slips in finance system
- Post mark outgoing mail and distribute incoming mail
- Courier for the District Office
- Perform other related duties, as assigned, to ensure the efficient and effective functioning of the work unit

TERMS OF EMPLOYMENT: 8 hours a day. Salary established by the Governing Board. Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be at 90 days and annually thereafter.