

JOB DESCRIPTION

Position: Office Assistant

Location: Mandaree School

Duties and Responsibilities

Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers.

- Must be able to work with Office software programs including spreadsheets, word processing and presentation software.
- Must have good typing skills.
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders.
- Maintains office schedule by picking-up and delivering items.
- Serves customers by answering questions and keeping customers informed.
- Must be able to manage time and multitask
- Perform other duties as assigned by the Business manager

Office Assistant Skills and Qualifications:

Office Experience - Scheduling, Telephone Skills, Typing, Computer skills, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills

Working Conditions

May be required to work beyond normal business hours, attend evening meetings or complete work assignments.

Evaluation

Business Manager