

Center for Creative Education

Job Description



Job title: Administrative Assistant

Work Location: Main Office

Division/Department: Administration

Reports to: Chief Executive Officer

Full-time

Part-time

Exempt

Nonexempt

Position Summary

Under the direct supervision of the CEO this position provides administrative support for the CEO and provides additional support for other staff members. In addition to completing reports, filing and scheduling, performs duties such as financial record keeping, coordination of meetings and conferences, orders office supplies, directs mailings and works on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgement is required to plan, prioritize, and organize diversified workload, recommends changes in office practices and procedures.

- Serves as the front line/first impression of the organization by guests and visitors.
- Coordinates and implement general office services such as appoint-setting, records control, and other administrative activities.
- Collects Mail and starts the financial process for any funds arriving at CCE.
- Schedules and organizes complex activities such as meetings, travel, conferences and company activities for all members of the department.
- Assists in preparing visual presentation for the CEO
- Establishes, develops, maintains and updates filing system for the CEO and the board. Retrieves information when needed. Establishes, develops, maintains and updates board books.
- Sorts and distributes mail. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
- Answers phone for the entire staff, directing calls to the appropriate person trying to accommodate the caller in an expedient way.
- Acts as the liaison with staff and outside agencies, including business affiliates and donors. Handles confidential and non-routine information and explains policies when necessary.
- Works independently and within a team on special nonrecurring and ongoing projects. Acts sometimes as project manager at the request of the CEO, which may include: planning and coordinating multiple presentations disseminating information coordinating direct mailings, creating brochures.
- Should have a strong work ethic, be reliable, productive
- Will have access to information that is confidential and must be discreet and guarded regarding this information.

Education and/or Work Experience Requirements:

- Bachelor's Degree in Business Administration preferred
- Must have at least 5 years of progressive experience in similar positions
- Must have working knowledge of Microsoft Office Suite of products
- Must have experience with an automated accounting system – preferably Quick Books
- Must successfully pass Level II background check and cleared through the School Police of Palm Beach County

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FLMA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FLMA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on the telephone

Print Employee Name:

Employee signature:

Date: