

Job Title: Executive Assistant**Job Class: Non-exempt**

Chinquapin Preparatory school is seeking qualified applicants for an executive assistant to manage administrative and organizational tasks to contribute to sound business operations. The executive assistant will work under the direction of the Executive Director.

Job Duties:

- Perform administrative tasks in timely fashion to maximize efficiency and optimize business pace
- Provide excellent customer service to all internal and external customers
- Special Programs and Events (golf tournament, field trips, college trips, CAPS)
- Maintain/Update and submit student's immunization records information
- Maintain School Calendar
- Process Checks/Maintain Check Log
- Communicate Transportation/Bus Changes
- Responsible for managing record-keeping to include filing documents, sending/receiving mail, distributing communication
- Operate phone system by receiving and dispatching calls; take accurate messages when necessary
- Assist with Admissions
- Maintain Student Database and Files
- Coordinate/Collect Teacher/Course Evaluations each semester
- Coordinate/Generate reports, such as, report cards, grade reports, advisory report, start of the year documentation, analyze data
- Assist with Graduation preparation (awards, script, diplomas, graduates)
- Assist with Safety Drills
- Assist Receptionist as needed (tuition, reports, dispense medicine, file, mail, etc.)
- Maintain Blackboard Connect and send out mass messages
- Perform other special duties as assigned by management

Qualifications and Requirements:

- Excellent organization, communication and time management skills.
- Must maintain high level of confidentiality and professionalism at all times
- Superior oral/verbal skills as this position will interact daily with clients and customers (bilingual preferred, but not required)
- Proficiency in MS Office Suite and other office technology. Must be able to type 80+ WPM
- Strong analytical and reporting background to ensure accuracy of data and assignments
- 1-2 years related administrative or clerical experience is preferred