

SMWS Assistant to the School Director

Reports to the School Director
25 hrs/week | \$15/hr

SUMMARY:

Provide administrative support to the School Director. Duties include general clerical and receptionist, project based work, and occasionally representing the School Director at meetings. Project a professional school image through in-person and phone interaction.

PRIMARY RESPONSIBILITIES

Include but are not limited to:

1. Maintain the School Director's calendar
2. Setup and coordinate meetings and conferences
3. Meet and greet clients and visitors.
4. Create and modify documents using Microsoft Office.
5. Support staff in assigned project based work
6. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
7. Maintain hard copy and electronic filing system.
8. Research, price, and purchase office furniture and supplies.
9. Coordinate and maintain staff records.
10. Collect and maintain PC inventory.
11. Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

1. Great people skills and warm friendly presence
2. Knowledge of Shining Mountain Waldorf School a strong plus!
3. A proactive approach to anticipating and solving problems
4. Ability to multitask, and to prioritize in a rapidly changing environment
5. Great computer skills and knowledge of Microsoft Office
6. Professional verbal and written communication skills and the ability to type 50 wpm.