



## **Job description**

### **Philander Smith College**

### **Business Administrative Assistant Full Time**

#### **Position Specific Responsibilities:**

- Keep the front desk tidy and presentable with all necessary materials (pens, paper, etc.)
- Welcomes visitors by greeting them, in person or on the phone, answering and/or referring inquiries to the appropriate department.
- Provide office visitors with friendly and professional customer service at all times.
- Maintain a professional, positive, supportive and welcoming attitude in all communications, including emails, telephone inquiries, and face-to-face interactions.
- Complete daily tasks list and ensuring that all internal office spaces remain clean, tidy, and orderly.
- Obtain the knowledge to answer general questions about Philander Smith College to provide visitors with the appropriate responses to include:
  1. Directions to various offices
  2. Email addresses for all personnel.
  3. Phone numbers for Philander Smith College leaders.
- Answer multi-line phone lines and answering questions, redirecting callers to the appropriate office personnel or taking/keeping messages for dissemination.
- Receive office mail and packages and prepare for distribution.
- Prepare outgoing interoffice documents for distribution.
- Monitor and Inventory office supplies.



- Create and manage both digital and hard copy filing systems.
- Create and maintain updated documents and spreadsheets
- Ensure office voicemails reflect office closings, special events, and holiday hours.
- Support administrative staff and special projects as assigned
- Receiving and forwarding incoming faxes.
- Conduct all opening and closing procedures as listed in the Office Guidebook.
- Supervising Work-Study/Office Interns.
- To exhibit behavior that supports the mission, vision, and values of the Philander Smith College.
- Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct.
- Demonstrate a commitment to outstanding customer service.
- Be an active and supportive representative of Philander Smith College inside and outside of work hours.
- Actively communicate and collaborate with other Philander Smith College Staff, Faculty, and Students.
- Attend all required Staff Meetings.
- Arrive to work on time and professionally dressed.

**Requisite Qualifications:**

Associate Degree in administration, business, accounting or a related field plus three years related experience or an equivalent combination of education and experience.

**HOW TO APPLY:**



Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and a list of three references to: **[cstone@philander.edu](mailto:cstone@philander.edu)**

Philander Smith College is an equal opportunity/affirmative action employer. All persons will be offered employment and promotion on the basis of qualifications and capabilities without regard to race, religion, sex, national origin, qualified ADA recognized disability or veteran status. In addition, the College sponsors and encourages an environment of affirmative action toward equal opportunity

Job Type: Full-time

Salary: From \$13.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

COVID-19 considerations:

Philander Smith College follows the CDC guidelines regarding COVID-19. Vaccinated employees support our commitment to provide a safe campus for everyone.

Education:

- Associate (Preferred)



Experience:

- administrative support: 5 years (Preferred)

Work Location: One location