

DIOCESE OF ALLENTOWN

Name of School – City, PA

Position Description

Job Title: Administrative Assistant

FLSA: Non- Exempt

Job Status: Full Time

Reporting Functions: Reports to School Principal; no reports

Job Function: To provide administrative support to the school Principal. This may include, but is not limited to, general clerical duties, receptionist duties and project-based work in the absence of the school secretary.

Duties and Responsibilities:

1. Setup and coordinate all meetings and conferences for the school Principal. Maintain the Principal's calendar.
2. Coordinate all substitutes needed by the school.
3. Maintain all employee records. This includes employee personnel files as well as diocesan background check information.
4. Assist employees and staff in the completion and submission of any required diocesan forms. This includes presenting and assisting any new employees with a new hire package.
5. Place textbook orders for the school. Maintain records of all orders.
6. Be a liaison for the school website. This includes changes, updates and revisions.
7. In the absence of the school secretary, answer in-coming telephone calls and transfer calls to the appropriate staff members. Greet and assist all parents and visitors to the school.
8. In the absence of the school secretary, receive, sign for and distribute all in-coming UPS/FedEx/Airborn packages for the school.
9. Create and modify documents using Microsoft Office.
10. Maintain a filing system for the school that will include both hard copy and electronic documents.
11. Support the school staff with any project-based work that has been assigned.

12. Any other duties as assigned by the Principal.

Educational Requirements:

1. High School Diploma
2. 3-5 years of Office Administration experience. Preferably in a school setting.

Skills, Knowledge and/or Abilities:

1. Basic reading, writing and arithmetic skills. Fluency in the English language.
2. Knowledge of Microsoft Office, Word and Excel.
3. The ability to type at least 50 words per minute.
4. Experience with basic office equipment including, fax, copier and internal phone systems.
5. Professional written and oral communicational skills.
6. Strong organizational skills that include being detail oriented and precise.
7. The ability to work independently and manage/prioritize multiple projects simultaneously.
8. A high degree of credibility, integrity and confidentiality.

Physical Demands: While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone. Use of hands to operate standard office equipment; with occasional reaching and lifting up to 10 pounds.

Working Conditions: Normal school office environment. Must be present during school hours.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Reviewed by: _____
Employee Date