

Job Description  
Administrative Assistant  
Union Chapel Christian Academy

Report To: Academy Principal  
Status: Hourly/Non-Exempt  
Position: Full-term

**General Summary:** We are seeking a highly motivated Administrative Assistant who is well-organized and able to perform multiple tasks independently or on a team with all levels of staff.

**Qualifications**

- A high school education or higher
- Minimum of 3 yrs. Professional/secretarial experience preferred
- Reporting skills, writing skills, managing processes, organization

**Skills Needed**

- Leadership & Time-Management Skills
- Decision making skills and ability to prioritize tasks
- Experience with Microsoft Word, Excel, and other Office Programs
- Interpersonal and communication skills

**Job Responsibilities**

- Provide administrative support to ensure efficient operation of offices
- Answers phone calls, schedules meetings and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding
- Exhibits professional communication via phone, email, and mail
- Supports team/staff by performing tasks related to organization and reporting information
- Ensures operation of equipment by completing maintenance requests, calling for repairs, and maintaining equipment inventory
- Review and maintain financial records for student tuition
- Contributes to team effort by accomplishing other duties as assigned
  
- **Must be able to maintain confidential student records, finances and other official documents**