

Job description

Bethlehem Lutheran Church and School is seeking a qualified, friendly individual to join our team. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our organization's general administrative activities. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you have previous experience as a Secretary or administrative assistant and familiarity within our industry, we'd like to meet you. Ultimately, a successful Administrative Assistant should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities may include:

- Answer and direct phone calls
- Greeting guests
- Maintaining school and church records
- Collect and properly record payments
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Maintain social media accounts
- Order office and school supplies
- Assist with special event planning
- Administer student medication
- Create and distribute information in the form of newsletters, bulletins, calendars, emails, and phone calls
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Fulfill work requests as needed by senior members of our team

Skills

- Proven experience as an administrative assistant or in an office setting
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Job Type: School year (seasonal, full-time, hourly)

Pay: \$15 per hour

Benefits:

- 403(b)
- 403(b) matching
- Disability insurance
- Life insurance
- Paid time off

Schedule:

- School Year
- 7:30-3:30
- Monday to Friday

Application Question(s):

- Are you willing to submit a criminal background check?

Education:

- High school or equivalent (Required)

Experience:

- Customer service: 1 year (Preferred)

Work Location: In person