

Administrative Assistant (Job Id 711)

Location: US:SC: Florence
Category: Admin Asst Position Category
Employment Type: Employee
Salary: \$25,490 - \$27,590 USD

Post Date: 11/10/2021
Close Date: **Until filled**

Description

Administrative Assistant

Responsible to: Pee Dee Education Center Executive Director

Send Cover Letter and Resume to: Executive Director, Pee Dee Education Center, 520 Francis Marion Road, Florence, South Carolina 29506; crichardson@pdec.net

SUMMARY: Provides administrative support for Executive Director, including office workflow, correspondence, data compilation, records control, and other responsibilities deemed necessary by the Executive Director

MAIN DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Coordinates special projects, office activities, and board meetings. Maintains calendar and schedules meeting rooms. Attends monthly Pee Dee Education Center Board of Directors' Meeting Minutes (last Thursday of every month) and prepares minutes. Maintains records through filing, retrieval, storage, compilation, updating, and destruction. Responsible for organizing, planning, and carrying out all Academic Challenge activities and competitions. Responsible for planning and carrying out all aspects of the Regional Spelling Bee. Responsible for contacting potential applicants, record keeping and updating bookkeeping of status of loan applicants of Minority Teacher Recruitment Program. Answers telephone, relays messages, and greets visitors. Opens, sorts and screen mail. Maintain Check Log and prepares bank deposit. Crosstrain with the bookkeeper. Uses good oral and written communication in exchanging information with the staff and public. Maintains confidentiality of records, documents and personnel files. Maintains and updates Pee Dee Education Center Handbook. Performs other duties as may be assigned by the Executive Director of the Pee Dee Education Center.

EDUCATION and/or EXPERIENCE:

High school graduate with minimum of two (2) years of secretarial job experience. Must have knowledge of modern office procedures and methods, including telephone communications, office systems, and record keeping. Must have knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports. Skill to use a personal computer and various software packages (including Microsoft Office Suite). Candidate must have the proven ability to establish priorities, work independently, and proceed with objectives without supervision as well as the ability to handle and resolve recurring problems along with the ability to effectively deal with the public.

WORK DAYS AND SALARY:

Contract is for 200 days.

Salary Range is Administrative Assistant