



## OFFICE ADMINISTRATOR

### Job Responsibilities:

- Serve as receptionist, answering calls, forwarding messages, confirming events, checking in/out students.
- Maintains office operations by receiving and distributing communications, collecting, and mailing correspondence and copying information.
- Ensuring the smooth functioning of the school's daily operations
- Scheduling school events
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items and delivering supplies to classrooms.
- Typing internal communication and external letters.
- Collection of school fees
- Filing records and maintaining updated and accurate students' records
- Updates job knowledge by participating in educational opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.

### Office Assistant Qualifications / Skills:

- Basic office skills
- Written and verbal communication skills
- Microsoft Office software skills
- Telephone skills
- Typing and word processing skills
- Documentation skills
- Dependability and professionalism
- Attention to detail

### Education and Experience Requirements:

- High school diploma
- Driver's license
- One to two years of office assistant experience