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**Adinvita: School of Design Thinking**

619 N. Grant, Suite 200

Odessa, Texas 79761 (432-305-9566)

**Assistant to Secretary**

**Job Posting Date: July 25, 2018**

# Job Description

Adinvita is looking for a reliable assistant to the secretary. They will undertake administrative tasks and ensure the rest of the staff has adequate support to work effectively. Reports to the Head Secretary, Principal, and Assistant to the Principal.

# Qualifications and Skills

* High School Diploma
* Preferred Associates Degree or higher; Office administration.
* Experience in Office Management
* Knowledge of Microsoft Office and Google Drive
* Excellent organizational skills
* Outstanding communication & interpersonal abilities
* Good time management
* Self-motivation
* Ability to multitask
* CPR and First Aid certified (or able to be certified)

# Responsibilities

* Manages phone calls and correspondence (emails, letters, packages)
* Manages agendas, travel arrangements, and appointments
* Orders supplies
* Submits timely reports and maintains filing
* Assists students, staff, and parents
* Assists colleagues whenever necessary
* Assists students and staff with minor injuries
* Prepares and distributes documents and forms
* Takes attendance
* Enrolls students
* Manages budget
* And all other duties as necessary