

Administrative Assistant

Support all the processes of the area or division. Responsible for reviewing and maintaining the databases and files of the office organized and updated.

Required Qualifications:

- High School diploma or Associates degree
- Bilingual, Spanish & English.
- Working knowledge of the different areas/school divisions.

Qualifications and Previous experience required:

- 2 years experience in a similar position
- Knowledge in the use of administrative/academic platforms such as: PowerSchool, Google calendar, Gmail, Naviance College, Atlas Rubicon, SAP, etc.
- Basic knowledge in the use of copy, printing machines.
- Create executive presentations.
- Ability to positively relate with other people, coordinate and work in teams.
- Organized, responsible and careful of details.
- Oral and verbal communication skills in Spanish & English.
- Supervises the access of legal documents and information in the area according to the protocol and privacy policies.
- Customer Service oriented to the Area/Division needs.

Duties and Responsibilities:

- Support the administrative assistant B division / area, if any , and perform all activities as required with particular emphasis on those related to student / teacher and immediate supervisors , among which could be any of the following:
- Support the Administrative Director/Dean/Coordinator/Counselor/Manager and carefully manage their agendas.
- Identify and report maintenance needs for area/division spaces.
- Coordinate and give logistic support to the meetings/events of his/her area. (Spaces/rooms, furniture, equipment, meals, materials, etc.)

- Generate lists and programs related to his/her area.
- Supervise and control the proper use of the office's equipment and materials.
- Make and answer the office phone calls, emails and requests trying to solve any particular situations that might arise.
- Administrate, update and backup the databases of the area/division.
- Assist in the updating of the areas' calendar.
- Prepare informational packets.
- Receive and distribute documents/materials for the area/division.
- Support the lost and found closet control of the area/division if applicable.
- Receive, deliver and file of legal documents in the area/division.
- Organize and file area/division documents.
- Deliver and receive messages of other areas/divisions and staff.
- Take the minutes of meetings of his/her immediate supervisor when requested.
- Accomplish tasks in a timely manner any other activity requested by the immediate supervisor.
- Activities mentioned in this job description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division

Reports to:

Reports to and is evaluated by: Director/Head of Division, Dean, Coordinators / Counselors or Managers. Shall be evaluated annually according to procedures established by school policy.

Schedule: 7:30 AM to 4:00 PM.

Salary & Benefits: The salary is competitive and the benefits are above the legal limits.

Application Procedure: Interested and qualified candidates must fill in the on-line application form at the webpage (employment section) <http://solutions.asf.edu.mx/application/> and attach (1) updated *resume*, (2) *copy of official transcripts/degrees*. All documents will be submitted automatically to our Human Capital database.