

Department: Administration
Position: **Administrative Assistant**
FLSA Status: Non-Exempt
Reports to: Administrative Support Supervisor

Purpose: The **Administrative Assistant** is responsible for a wide range of administrative tasks critical to the smooth and effective functioning of the organization and/or its programs.

Essential Functions

- Accurately maintain databases for various departments and in a variety of computer programs, ensuring that data is well organized and kept up-to-date
- Analyze and report data and provide clear, organized reports to stakeholders
- Organize and track files and data for various departments
- Support various departments through a myriad of essential administrative tasks, under the direction of the Administrative Support Supervisor, including, but not limited to: copying, filing, printing, and organizing
- Provide coverage of the reception desk when the Receptionist is out of the office, as assigned and when needed
- Complete various administrative tasks for several programs and staff as assigned

Additional Responsibilities

- Develop competencies to apply CES's social justice and equity principles in daily work
- Perform other duties as assigned by the Administrative Support Supervisor or designee

Minimum Qualifications

- Experience working both independently and collaboratively
- Experience prioritizing work, working under deadlines and multi-tasking
- Excellent verbal and written communication skills
- Ability to maintain strict confidentiality
- Excellent time management skills
- Highly detail oriented
- Readiness to learn new technology applications and database systems
- Demonstrates proficiency in Google Suite and Microsoft Office

Preferred Qualifications

- Two (2) years of relevant experience
- Familiarity with Salesforce and/or other database systems
- Experienced in maintaining a positive and professional attitude even when under stress
- Bilingual (Spanish - English)

Candidates who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and practice have prepared them with the equivalent combination of education, training and practice required for the responsibilities of this position.

Physical Demands

- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing



- Able to view and work with details on a computer screen for long periods of time
- Able to lift and/or move packages up to 25 lbs

Work Conditions

- Ability to work productively with frequent interruptions and competing demands

Terms of Employment

- Full time, year-round position
- 35 hours/week, Monday – Friday
- Benefits: full benefits as outlined in the Personnel Policies

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of the diverse student populations we serve are encouraged to apply.