Administrative Assistant
School Site Solutions, Inc.
Position Opening

Send your resume to C. John Dominguez at john@schoolsitesolutions.com

Administrative Assistant Job Duties:

- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.

- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.

- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.

- Assist Project Managers by coordinating preparation of reports, analyzing data, Proposal development support and identifying solutions.

- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

- Provides information by answering questions and requests.

- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Organize and track project files on server

- Contributes to team effort by accomplishing related results as needed.

Other required skills:

- Weekly check deposit to the bank Enter new clients and new projects information on BillQuick software

- Data entry timesheets from sub consultants on BillQuick software

- Monthly invoice clients using Bill Quick software (accounts receivable)

- Contracts: attach contract from server to BillQuick software project screen. Prepare reports and keep track of contract balances as needed regarding projects.

General Administrative Assistant Skills and Qualifications:

- Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Problem Solving, Supply Management, Inventory Control, Verbal Communication