

## JOB DESCRIPTION FOR A FULL TIME ADMINISTRATIVE ASSISTANT

Antioch Educational Center (AEC) is a nonprofit organization located in downtown Ridgeland, SC. **Safety is our top priority, and all employees will be provided the necessary protective equipment to perform their job.** Currently, AEC seeks a full time Administrative Assistant to:

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate mail and prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform basic bookkeeping
- Work directly under the supervision of the Chief Administrator
- Communicate effectively and efficiently with other office staff and volunteers

## Salary

- Starting salary commensurate with experience
- **Medical Insurance**
- **Paid PTO/Vacation**
- **Cutting Edge Paid Training**
- **Safe Working Environment**
- Set Schedule with year-round work (minimum 20 hours per week guaranteed)
- Serving clients who live and work in your community
- **Resumes accepted, until March 1, 2021, at [antiochexec@yahoo.com](mailto:antiochexec@yahoo.com) No phone calls.**

## Education and Experience Requirements

An Associate Degree from an accredited college or university is required. A high school diploma or GED with two years of prior work in the field may be substituted for the degree.

*Antioch Educational Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Antioch Educational Center is also committed to providing a drug-free workplace.*