

Administrative Assistant - Junior Achievement of Chattanooga, Inc.

Reports To: President

Compensation: Full-Time (37.5 Hours/Week)/ Health Benefits / Simple IRA

The Junior Achievement Administrative Assistant is responsible for the day-to-day operation of the Junior Achievement office working closely with the President, Staff and Board of Directors, with major functions, but not limited to, all administrative, correspondence, and other general operational duties within the office.

Primary Responsibilities (Inclusive, but not Limited to):

- Answer incoming phone calls while maintaining a high level of customer service
- Front Office Maintenance- greet visitors, receive mail, distribute mail, invoicing, remote deposits, credit card transactions, postage meter and prepare monthly investor reports
- Organize, maintain and order office supplies
- Data entry in BCRM database all constituents: investors, volunteers, schools, etc.
- Prepare correspondence/acknowledgement letters sent to all investors
- Coordinate/confirm Board meetings, attendance and prepare/distribute materials
- Maintain Board documents
- Manage schedule, logistics, and reminders for President
- Schedule investor visits and prepare proposals
- Assist with major fundraising and education events, occasional outside of office hours
- Teach a Junior Achievement program in a local classroom
- Perform other duties as assigned

REQUIRED:

- 2 to 4 years of experience working in an administrative role
- Proficient in Microsoft Office Suite, including Word, Excel, Teams, Power Point

DESIRED QUALIFICATIONS:

- Bachelor's Degree
- Knowledge of administrative/clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures
- Strict attention to detail and strong data entry skills
- Ability to take initiative, function independently, and as a team while proactively anticipate needs
- Ability to coordinate tasks and deadlines with multiple departments
- Ability to multi-task and work effectively in a fast-paced environment
- Excellent interpersonal skills and ability to maintain confidentiality
- Excellent written and verbal communication skills, including relationship management skills

Junior Achievement is an equal opportunity employer. This position description in no way states or implies these are the only duties to perform by the employee occupying this position. Employees will be required to follow any other job duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than "at-will" relationship.

Salary Range: \$42,000 - \$45,000

Submit resume, cover letter and references to:

Email to: careers.jachatt@ja.org

Subject Line: Administrative Assistant

Review will begin immediately and continue until the position is hired.

-- No Inquiries or Phone Calls, please --