Administrative Assistant - Junior Achievement of Chattanooga, Inc.

Reports To: President
Compensation: Full-Time (37.5 Hours/Week)/ PTO/ 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 Microsoft D365 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 and attend major fundraising and education events
- Teach a Junior Achievement program in a local classroom
- Perform other duties as assigned

REQUIRED QUALIFICATIONS:

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

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

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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- Compensation is determined based on level of experience and expertise.

Submit resume, cover letter, salary requirements and references to:
E-mail: careers.jachatt@ja.org
Subject: Administrative Assistant
Reviews of resumes will begin immediately. Please include all requirements as incomplete requested information will not be considered.
Website: www.jachatt.org
-- No Inquiries or Phone Calls, please –