



<i>Title:</i>	Administrative Assistant / Event Request Coordinator
<i>Reports to:</i>	Director of Facilities
<i>Status/Hours:</i>	Full time 40 hours per week. Normal business hours are Monday-Friday, 8:00 a.m. - 4:30 p.m. Additional hours may be required. Schedule may vary according to department and Salisbury School needs.
<i>FLSA:</i>	Non-Exempt
<i>Classification:</i>	Staff
<i>Date:</i>	September 2022

Position Summary

The Administrative Assistant will provide overall administrative support to the Facilities Department. This individual will act also as event coordinator for on-campus events and special projects.

Responsibilities:

- All aspects of administrative support for the Facilities Department including answering and directing incoming phone calls, processing mail, coding invoices, and filing documents.
- Communicating with vendors and contractors for information needed by members of the department including ordering material and scheduling appoints.
- Entering and maintaining accurate and up-to-date information in the department's work order system, including opening and closing work orders, tracking materials and work backlogs.
- Assist with personnel functions including time and attendance for payroll processing, monitoring time off, tracking overtime expended, and updating staff training records.
- Manage access control system and issue key cards as needed to employees and students.
- Manage and assist with the set-up of special events communicating with event sponsor to determine labor and equipment needs.
- Assist with safety and regulatory compliance requirements including submitting required reports and permit applications to the appropriate local, state, federal or other regulatory agencies.
- Maintain building information and track and record utility usage.
- Maintain contractor and vendor information, insurance certificates, building and equipment warranties, contact information, and process invoices.

- Provide logistical support in maintaining department inventory and tool control, receiving deliveries, and staging of material for projects.
- Other duties as assigned.

Qualifications:

- High school degree required, associate or bachelor degree preferred
- Excellent verbal and written communication skills required and the ability to communicate in a pleasant manner in person, by phone or electronically.
- Must have strong knowledge of MS Office (Word, Outlook, and Excel).
- The ability to work efficiently, manage multiple tasks at the same time and consistently meet deadlines.
- Must have basic knowledge of accounting

Physical Requirements:

The physical demands listed below are representative of those that must be met by the employee to successfully perform the essential functions of the job:

- Ability to sit in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s).
- Written and spoken communication skills.
- Visual acuity within normal parameters.
- Ability to perceive sounds at normal speaking levels with or without correction.
- Ability to use visual display computer terminal.
- Requires substantial movement (motions) of wrists, hands, and/ fingers with keyboard use.
- Ability to lift and transport up to 35 lbs. without assistance.

Additional Requirements:

- Successful completion of post-offer, pre-employment criminal background check.
- Must be fully vaccinated for COVID-19 unless a valid medical exemption is on file.
- Work may be performed in or out of doors on a tobacco and cannabis smoke/vape free campus.

Additional Information:

The essential functions and basic skills have been included. It is not intended or construed as an exclusive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by leadership as deemed appropriate.

Interested candidates should send a letter of application and resume to:

Director of Human Resources
Salisbury School
251 Canaan Road
Salisbury, CT
mdonecker@salisburyschool.org