

Elementary Executive Assistant

Brentwood Christian School

REPORTS TO: Elementary Principal
CLASSIFICATION: Full-Time; Nonexempt

SUMMARY: To work directly in an administrative support role to the Elementary Principal and to provide support in the elementary office including, but not limited to, answering phones, coordinating general office operations, greeting and attending to visitors, school staff, and student needs, while supporting the school in its stated mission

RESPONSIBILITIES:

- Assist the Principal in administrative and organizational duties
- Manage business conducted in the elementary office
- Manage the Principal's calendar, including the scheduling of meetings and conferences
- Respond appropriately to the needs of faculty, students, parents, and other visitors who come to the elementary office
- Perform any other duties or assignments as assigned or requested by the Principal

QUALIFICATIONS:

- High school diploma or GED
- Experience working in a school office or a professional office environment preferred
- Active member in a Christian church; Church of Christ preferred

SPECIAL KNOWLEDGE/SKILLS:

- Strong interpersonal skills with both children and adults
- Effective verbal and written communication skills
- Proficient in Microsoft Office Suite and G Suite Tools
- Competency in using electronic communication, database systems, and office equipment
- Excellent planning, attention to detail, and organizational skills

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must hold a valid Texas driver's license; may occasionally be required to drive