

Elementary Executive Assistant

Brentwood Christian School

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

SUMMARY: Provide administrative support to the Elementary Principal and manage the daily operations of the Elementary office.

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
- Four years of administrative support experience and/or training; preferably in an educational environment. Three years of experience with a Bachelor's degree
- 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