

Administrative Assistant

Non-profit organization seeks part-time (24 hours a week) administrative assistant. Must be able to multi-task & possess computer & administrative skills. Knowledge of Microsoft Office a must. Knowledge of Lenoir City/Loudon County school systems a plus. Email resume by October 7, 2022 to: Contact@lceftn.org.

LCEF Administrative Assistant Job Responsibilities

Office Management

- Maintain Supplies and Equipment
- Record Keeping/Files
- Project Deadline Management
- Financial Processes
- Administrative Support

Program Support

- Excellence in Education
- Tile Sale
- Raffle – Banking on Education
- Pancake Breakfast
- Calendar
- Imagination Library
- Scholarships
- Grants

Skills and Qualifications

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing information
- Professionalism
- Problem Solving
- Verbal Communication
- Inventory Control
- Self-motivating
- Punctuality
- Follow-through