



3980 Gum Branch Road, Jacksonville, NC 28540 • (910)938-7017 • [www.lwcs.net](http://www.lwcs.net)

### **Living Water Christian School: Administrative Assistant**

The Administrative Assistant is responsible for daily administrative tasks of the school such as answering phones and email, receiving visitors, assisting the principal and teachers with administrative tasks, filing, and other duties as assigned.

#### **Essential job functions:**

- Entering data into the online student information system
- Answering the phones
- Speak with Parents and Students
- Assist Administration with various duties
- Generating required reporting and school specific form collection
- Prepare reports by collecting, entering, and analyzing information
- Ability to assist in the training and mentoring of new administrative assistants
- Keep projects and reports on schedule
- Assist leadership in preparation for meetings, events and graduations
- Demonstrate ability to organize resources and a planned approach to execute projects efficiently and timely
- Motivated, self-starter who can work independently and in cross-functional team environment
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Excellent follow-up skills; e.g. obtaining missing paperwork or checking in with people to keep a project moving forward
- Additional duties as assigned

#### **Skills**

- Proficiency with Microsoft Office tools and web-based applications is essential
- Ability to multitask in a fast-paced environment
- Good interpersonal skills and attention to detail
- Excellent communication skills, both oral and written
- Customer focused approach
- High degree of flexibility
- Demonstrated ability to work well in fast paced team environment

**Job Type:** Full-time

**Salary:** 12-month contract based on experience  
2-week paid vacation  
All school holidays except summer