

Administrative Assistant Position Announcement

[Earlywood Educational Services](http://www.earlywood.org) is pleased to announce an opening on our Business Office team. Earlywood is a special education cooperative serving six school districts just south of Indianapolis. The general duties of this position are outlined below.

Customer Service

- Answer phones as first contact and direct calls to the appropriate staff
- Greet and direct all guests
- Prepare visitor sign-in sheets and name badges
- Process all incoming mail
- Monitor safety and security of building

Office Support

- Maintain shared google calendars
- Maintain updated signage for hallway doors, entryways
- Maintain records for all EES Professional Development Trainings
- Prepare Professional Development Certificates for trainings
- Prep for building meetings
- Assist administration and business office staff as needed

Administrative Assistant for Assistant Director

- Assist with meeting preparation and note taking, as requested
- Safety Committee Secretary
- Assist with annual employee evaluations scheduling
- Support for SLP's and Occupational & Physical Therapists
 - Maintain and communicate assignments and schedules
 - Order tests and protocols
 - Manage audiometer checkouts and maintenance
 - Problem-solve questions
- Support for New Connections
 - Clerical and record keeping
 - Communicate with families and districts regarding transportation needs
 - Back-up for lunch pick-up
- Support for INSPIRE
 - Assist with providing families current information
 - Assist with ordering and preparing materials for sessions
- Coordinate Non-Violent Crisis Intervention/CPI Trainings and RSVP's
- Maintain the Lending Library

Purchasing

- Prepare/issue all purchase orders
- Maintain vendor files
- Prepare Purchase Order Tracking Sheet for receiving
- Receive and process packages

Inventory

- Maintain accurate inventory of all equipment and record in database
- Maintain accurate Fixed Assets records
- Maintain all previous year records and handle all record retention and destruction

Other Duties and Responsibilities as Assigned

Desired Skills: Microsoft Office, Google Docs, strong organizational and professional communication skills.

Salary & benefits are competitive with the surrounding area & commensurate with experience. The contract is for 245 days and begins in fall, 2018.

Interested candidates: Please submit a resume, a letter of interest, and a completed [application](#) to Angie Balsley, Executive Director, at abalsley@earlywood.org

Date Posted: August 9, 2018

*Interviews will be conducted as interest is received from qualified applicants. The position will remain open until we've identified a candidate who meets our stringent selection criteria.

Learn more about Earlywood Educational Services:

