

ADMINISTRATIVE ASSISTANT

Do you have a passion for supporting managers and large departments in a wide range of responsibilities? Join a dynamic team making an impact in the lives of young students.

Evans Newton Incorporated a 35 year old nationally recognized company works with K-12 school districts to support increased student achievement. The ideal candidate will have the following essential functions, skills, knowledge and experience. Please email a letter, resume & salary requirements to hr@evansnewton.com or fax to HR at (480) 951-2895.

Essential Functions:

- Ensures effective communication and follow through and implements practices and procedures resulting in increased productivity for senior managers.
- Provides administrative support and department assistance for various Inservice or sales team leaders.
- Oversees all travel arrangements; ensuring efficient use of time as well as financial resources
- Routes mail, internal documents for team
- Coordinates daily meeting schedules for managers, coordinating documents and calendars
- Organizes and plans participation at InServices, workshops and other events including PowerPoint presentations, shipping materials and writing speaker's notes, etc.
- Provides scheduled/unscheduled back up for office receptionist and other administrative assistants
- Ensures administrative practices across the company are consistent of quality and company practices and policies are being practiced

- Participates in special projects and errands as needed.

Qualifications

Must have prior experience as an administrative and/or executive assistant.

- High School Diploma
- 6-7+ years of office experience.
- Commitment to company values.
- Ability to appropriately handle confidential information
- Strong organization and prioritization skills
- Must be able to organize and manage multiple priorities, work under pressure, meet deadlines, and be flexible on projects simultaneously
- Excellent interpersonal and communication skills both written and verbal
- Strong customer orientation
- Ability to train and provide direction to others
- Working knowledge of all office equipment including telephone systems, mail processes, postage machine, high end copy machines, binding machines, etc.
- Advanced Word, Excel, PowerPoint and Outlook capabilities

Due to high volume of candidates, no phone calls please; local candidates only. Resumes submitted will not be considered without a cover letter and salary history. Competitive salary and excellent benefits package offered to full time employees. ENI is committed to the principles of diversity and equal opportunity. For more information on Evans Newton, please visit www.evansnewton.com.

