**ADMINISTRATIVE ASSISTANT TO**

**VICE PRESIDENT ADMINISTRATIVE SERVICES**

**(FULL TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

High School diploma or GED \*and\* a minimum of two years of experience in performing advanced level administrative support. Knowledge and experience in the use of the Internet, E-mail, Microsoft Word, Excel and Access. Must be able to proofread, rewrite, and prepare formal correspondence

**PREFERRED QUALIFICATIONS:**

(In addition to the minimum qualifications) Experience in office procedures, office management, accounting, budgeting, and purchasing. Experience in writing and formatting equipment specifications for major purchases. A two-year diploma or degree in Business Office Technology or related field.

**RESPONSIBILITIES**:

Under general supervision, performs and completes tasks and assignments in a timely manner. Receive mail for Administrative Services division, date stamp, copy and file as necessary, sort and distribute to the appropriate recipients. Document data/information, create Sciquest shopping carts for purchases and payment requests for processing, prepare department budget and validate expenditures/bank statements, prepare department goals and objectives, handle multiple tasks at once and prioritizes workload, use proper judgment in selecting issues to handle or redirect, answer telephone, take messages, record meeting minutes, file and maintain/organize office projects. Maintains the Vice President’s appointments and calendar. Enter PO receipts in Teamworks Financials (formerly Peoplesoft) and perform other duties as assigned.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation.  Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicantsscheduled for interviews will be notified of the status of the position.

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