

Excell Academy for Higher Learning

Administrative/Office Support

Excell is currently seeking a professional, organized and enthusiastic individual to serve in an office support role. The right candidate will be extremely organized and detail oriented and is able to manage multiple projects at the same time.

Responsibilities include:

- Preparing correspondence, memoranda and other documents
- Responds to customer inquiries with the appropriate materials
- Handles and safeguards confidential information and sensitive material
- Utilizes strong grammar, spelling and proofreading skills
- Receives and maintains good public relations with internal clients, vendors and visitors
- Operates standard office equipment including computer, scanner, facsimile, and postage machine
- Answers telephone calls and takes accurate messages as needed
- Maintains calendar of appointments and deadlines to ensure proper accountability
- Organizes and prioritizes multiple tasks and completes them under time constraints
- Assists with meeting and event planning
- Creates and edits PowerPoint presentations
- Assists with other projects as needed

Requirements

- High school diploma or equivalent required
- Minimum 4 years of administrative experience required (Preferred)
- Demonstrated ability to handle multiple tasks simultaneously
- Ability to meet deadlines
- Excellent computer skills including Microsoft Office
- Strong organizational and project skills
- Excellent written and oral communications skills