

Job Opening

St. Louis Language Immersion School

Brief Job Description: Senior Administrative Assistant

Reports to: Chief Operations Officer

Responsibilities:

- To support senior administrators and ensure our day-to-day office operations run smoothly.
- Perform a variety of administrative tasks, including managing phones and emails, scheduling appointments and coordinating bus transportation
- Act as the point of contact between the administration and internal/external clients
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Respond to bus transportation requests/ issues/ concerns
- Manage maintenance of facilities including working with custodial personnel and third-party contracts or trash removal, recycling, security, and cleaning.

Minimum Requirements:

- Bachelor's degree required
- At least three (3) years of experience in maintenance, operations, transportation, or customer service
- High comfort level in working in a diverse, fast paced environment
- Commitment to the SLLIS Mission

Preferred Qualifications:

- Excellent technology skills are required. Demonstrated proficiency in the use of Microsoft Office, especially Word and Excel. Ability to learn new software programs.
- Possess outstanding organizational and time-management skills.
- Ability to work independently and access supports as needed.
- Possess effective oral and written communication skills.
- Ability to work with others in a positive manner.

Before final hiring, candidates must provide transcripts and undergo fingerprint/background screening and tuberculosis clearance.

St. Louis Language Immersion Schools (SLLIS) is a non-profit organization founded in 2007 to develop and operate a network of charter schools in St. Louis, MO. SLLIS operates three language programs (Chinese, French, and Spanish). Visit our website <http://sllis.org> and blog, <http://sllis.org/category/news> for more information.

SLLIS is an equal opportunity employer and values diversity in the workplace. We actively encourage all qualified applicants regardless of race, color, religion, gender, national origin, age, disability, veteran status, or sexual orientation to apply.

Apply online by visiting www.moreap.net (see full job description)