



Job Description

Job Title: Administrative Assistant- HS/MS

Reports to: HS/MS Principal

Department: Academic

Position Type: Full-Time -NE

Work Hours: 7:45 - 4:00 (M, T, Th)
7:45 - 4:30 (W), 7:45 - 3:30 (F)

Job Summary:

The Administrative Assistant to the high school principal is responsible for all administrative duties necessary to the middle/high school principal and the academic department which includes a variety of clerical and administrative duties.

Responsibilities and Duties:

- Demonstrated ability to handle confidential data.
- Answer calls and schedule meetings for Principal.
- Maintain filing system.
- Record and maintain records, emails, and other related documents.
- Prepares reports and meeting minutes, as needed.
- Prepares and distribute meeting agenda and schedule meetings.
- Order and Maintain office supplies and coordinate maintenance of office equipment.
- Communicate with parents, students, employers, and the community
- Performs other related clerical/administrative duties, as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills with attention to details.
- Demonstrated knowledge of clerical/administrative procedures.
- Ability to work independently and hand confidential data.
- Ability to gather data and put into presentation format using PPT, Excel, Pivotal Tables.

Education and Experience:

- Three to five years' experience in an administrative role, preferable in an Islamic School
- An associate's degree in related field, preferred

Physical Requirements

- Prolong sitting at a desk and working on a computer.