



# Pupil Transportation Safety Institute

*Moving School Transportation from Safe to Safer!*

## **ADMINISTRATIVE ASSISTANT**

PT – 20 HOURS PER WEEK

### **Overview**

Join our dynamic team as an Administrative Assistant and become the vital backbone of our office operations! This energetic role offers a fantastic opportunity to showcase your organizational prowess, customer service skills, and office management expertise. You will be the first point of contact for visitors and clients, ensuring smooth daily operations while supporting various administrative functions. If you thrive in a fast-paced environment and enjoy multitasking with a positive attitude, this position is perfect for you! A position is available, with opportunities for growth and professional development.

### **Responsibilities**

- Greet visitors and manage front desk duties with professionalism and warmth
- Operate multi-line phone systems, answer inquiries, and direct calls efficiently using proper phone etiquette
- Maintain accurate data entry, filing systems, and document proofreading to ensure information integrity
- Manage calendar schedules, appointments, and coordinate meetings using Microsoft Office tools
- Handle clerical tasks such as copying, scanning, mailing, and organizing office supplies
- Support bookkeeping activities using QuickBooks or similar accounting software when needed
- Provide exceptional customer support by addressing inquiries promptly and courteously across various channels

### **Skills**

- Strong computer literacy with proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent organizational skills with the ability to prioritize tasks effectively and manage time efficiently
- Previous office management or administrative experience preferred; familiarity with office procedures is a plus
- Bilingual abilities are highly valued to assist diverse clientele and team members
- Demonstrated customer service skills with professional phone etiquette and interpersonal communication abilities
- Attention to detail for proofreading documents, data entry accuracy, and filing systems management

Embark on a rewarding career where your organizational talents make a real difference! We are committed to fostering an inclusive environment that values your skills and supports your growth. Join us today to be part of a vibrant team dedicated to excellence in office administration!