



is now hiring!

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$24.70 to \$28.60 hourly
Employment status: Contract / Temporary

Description

Robert Half is working with one of the top rate private schools in the Bay Area to identify an Admissions Administrator. They offer a brand new facility in San Mateo and a state of the art environment. seeks Our client is looking for a self-starter that will serve as an administrative assistant at the San Mateo campus. You will be responsible for interacting with and supporting all stakeholders, comfortably communicating with visitors and vendors, and gracefully handle time-sensitive and/or confidential details, projects, questions and problems.

The ideal candidate will have experience working in a fast-paced environment, is detail-oriented, has the ability to flex to time-sensitive needs and to the different "seasons" of the school year, is able to learn about technology quickly, and is comfortable with some level of ambiguity and with solving problems in collaboration with others.

If interested, apply now! interviews are taking place this week.

Primary Responsibilities

- Welcome students, parents/guardians, visitors, faculty, and staff with warmth and enthusiasm – be comfortable with juggling multiple conversations and email communicators simultaneously.
- Respond professionally and in a timely manner to in-person, email, phone, and walkie talkie communications.
- Coordinate domestic and international student trips, working with deans and travel agents on annual and local field trips.
- Assist with other special projects (e.g. Nueva Summer, Summer Institutes, Intercession) and duties as assigned.
- Assist and support campus tours for national and international groups who want to visit with school leaders and observe classroom/learning activities.
- Collaborate with administrators across all divisions, the Nueva Parents Association, deans, and the tech office staff.
- Field and coordinate room reservation requests and transportation needs for school-sponsored events.
- Process and reconcile faculty and student attendance, and coordinate substitute teacher coverage.
- Coordinate with security personnel (regarding campus visitors), facilities/operations staff.
- Create and disseminate faculty and student ID cards, and support transportation programs (vans, GoPass).
- Maintain mailroom and process requests for supplies.
- Manage outgoing, incoming and interoffice mail and shipments, and log purchase orders for staff and faculty.
- Support business office, as and when required.
- Ensure all team and community members have the tools and resources to be successful. Help people understand where they can find the items they need, and who to go to for their needs.

Requirements

Position Qualifications

- Ability to take initiative and be self-directed; willingness to ask questions.
- A profound openness to feedback and improvement, modeling lifelong learning of practice.
- Equity-minded with an understanding of diversity, equity, and inclusion.
- Personable, positive, helpful personality; customer service mindset.
- Ability to maintain confidentiality.
- Enjoy working with upper school-age students.
- Proficiency and efficiency in using multi-line phones, MS Office, Google Docs/Drive, Excel, and hand-held radios and general office equipment.
- Strong oral and written communication skills, and meticulous attention to details with excellent organizational skills.
- Ability to solve problems with creativity, professionalism, tact and kindness.
- Ability to collaborate with a variety of stakeholders.
- Ability to manage and prioritize multiple responsibilities simultaneously.
- Punctual and reliable.
- Bachelor's degree preferred.
- At least two years of administrative assistant experience is desired.
- Prior school administration experience is a plus.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.