



Jobs with Purpose

Job Posting
ADMINISTRATIVE ASSISTANT
5/18/2017

Eastern Carolina Vocational Center Inc. has an opening for an ADMINISTRATIVE ASSISTANT. This position has shared administrative support responsibility between multiple managerial level positions. The position is responsible for compiling data, computing fees and charges, preparing invoices for billing purposes, handling confidential information, and providing clerical support and assistance.

Some of the Essential Duties and Responsibilities are:

- Promotes a positive image of ECVC to external and internal customers.
- Is responsible for all internal and external correspondence (newsletter, meeting minutes, etc).
- Directs calls and walk-ins as appropriate.
- Verifies and submits monthly billing, claims, and invoices.
- Completes paperwork for enrollment and hire of new clients and employees.
- Coordinates and plans special programs, projects, and organizational activities.
- Safeguards the confidentiality of ECVC clients and employees by exercising discretion in communicating information and in handling records, files, and similar confidential items.
- Performs records management of complex filing system.
- Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.

Competencies:

- Critical Thinking and Reasoning – Apply commonsense understanding to carry out multi-step but straightforward instructions. Deal with problems involving a few concrete variables or in standardized situations. Frequent decisions, often involving initiative in identifying problems and potential solutions. Use of discretion with confidential information.
- Communication- Ability to understand verbal work orders and instructions; Write straightforward material such as nonstandard letters. Read and understand material such as detailed operating and procedure manuals, case histories, policies, labor laws, etc. Frequent public contact requires normal courtesy, giving/receiving and explaining information, handling complaints. Professional written and verbal communication skills with discretion with confidential information.
- Mathematical Skills- Ability to add, subtract, multiply, and divide.
- Record Keeping- Enter, check, and verify data; copy and file records; track/collect data; compile, summarize, simple computation of data; research and verify data; legally required reports for accreditation and government agencies, take minutes of meetings or dictation. Requires attention to detail.
- Computer Literacy – Proficient knowledge of computer and computer programming use; Software used: Pro-IV, Microsoft office (Word, Excel, PowerPoint), BEAM, SIGMUND, ECBH.

Education and Experience:

- High School diploma plus 3 years Office experience or 2 year degree plus 1 year experience or equivalent combination of education and experience. High School Diploma or GED plus 3 years of office experience or 2 year degree plus 1 year of relevant office experience or equivalent combination of education and experience.

For consideration, please send resumes via fax to 252-830-1260, email: ebrooks@ecvcinc.com or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open until filled.

800.758.4188
252.758.4188
FAX 252.830.1260

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