

Sadiq School is looking for a reliable Office Administrator.

Responsibilities

- ⇒ Familiar with working with online eLearning, Microsoft word, Outlook
- ⇒ making copies of a document, delivering items and mailing letters.
- ⇒ Opening library and supervising children in library
- ⇒ Keeping inventory of books and borrowed and returned books
- ⇒ Manage admin schedule, staff meeting agendas, appointments for the upper management
- ⇒ Manage phone calls and correspondence (e-mail, letters, packages etc.)
- ⇒ Setting parent teacher conference,
- ⇒ Purchasing school supplies, bookkeeping procedures
- ⇒ Create and update students/ parent records and databases
- ⇒ Track stocks of school supplies and place orders when necessary
- ⇒ Submit timely reports and prepare presentations for school events.
- ⇒ Assist Upper Management whenever necessary.

Skills

Proven experience as an office administrator, office assistant or relevant role

Outstanding communication and interpersonal abilities

Excellent organizational and leadership skills

Familiarity with office management procedures and basic accounting principles

Excellent knowledge of MS Office and office management software

Knowledge and experience with QuickBooks and excel highly preferred

Qualifications in secretarial studies will be an advantage

BSc/BA in office administration or relevant field is preferred

Job Type: Full-time, Competitive pay, Paid time-off, 7-days sick day.

Schedule: 8-hour (8AM – 4 PM) Monday to Friday, 11 month contract (one month off)

Location: Sadiq School (49 Cedar Grove Lane, Somerset, NJ 08873)

Ability to commute/relocate: Somerset NJ.

Education: Associate (Required)