



Administrative Assistant- Receptionist

Boone-Winnebago Regional Office of Education #4

300 Heart Blvd, Loves Park, IL 60111

12 month (full-time) contract |Based on annual Regional Office calendar

Non-Exempt FLSA status | Supervised by: Regional Superintendent or Designee

Pay: \$16 -\$18 per hour

Position Summary: The role of an Administrative Assistant-Receptionist is to provide operationally assistive tasks that support the function of the Regional Office. The focus of the Administrative Assistant is to provide tactical customer service in the front office and fulfill the mission of the Regional Office of Education.

Major Responsibilities

- Provide friendly and professional customer service over multiple communication systems
- Complete data analysis tasks using ROE information systems and Google reports
- Organize and schedule a high volume of individual and group meetings
- Communicate with external stakeholders in a timely and professional manner
- Answer phone calls and provide timely follow up to stakeholders and customers
- Schedule fingerprint appointments
- Manage petty cash and square reporting procedures
- Complete work permits for students
- Mail procedure and package deliveries
- Continually update school and district contact information and listservs
- Other duties as assigned by supervisors

Job Qualifications

- High School diploma or equivalent
- 2 years of experience in an administrative assisting role or equivalent preferred
- Comprehensive knowledge of Google Suite and Microsoft
- Successful completion of FBI background check
- Bilingual preferred (Spanish/English)

Working Conditions

- The employee should be prepared for a fast-paced and high-stressed depending upon work-load requirements and deadline.
- This position may require the employee to be available to work unconventional hours beyond the normal duty day.

EMAIL RESUME AND LETTER OF INTEREST TO HR: jongtengco@roe4.org