



Job Description

Front Desk/Administrative Assistant

Date: February 28, 2017

Reports to: Director of Administrative Services

Status: Non-exempt/full or part-time

Position Purpose

The front desk/administrative assistant for Education Commission of the States will be the first point of contact for our guests. Additionally, this position provides a broad range of administrative and database support for the Director of Administrative Services and other project teams.

Essential Duties

1. Greets ECS visitors and guests – direct them to the appropriate staff member.
2. Performs scheduling tasks including: calendar coordination; purchase airfare and lodging; reserve conference rooms and tele-conference services; select catering; and assemble attendee packets.
3. Prepares correspondence, presentations, email communications, and excel spreadsheets.
4. Maintains Salesforce database contacts and creates export lists for merging (i.e. roster and badges).
5. Collects and reconciles reimbursement requests for payments.
6. Reconciles monthly corporate credit account for payment.
7. Creates invoices for ECS registration fees and collects payments. Supports accounting with annual state fee billing (merging and mailing).
8. Responds to telephone and electronic communications.
9. Attends ECS staff meetings as required. May take notes as necessary.
10. Performs word processing, photocopying, faxing, data entry, and other administrative duties as assigned.

Required Skills and Qualifications

- Minimum of two years experience working as an administrative assistant.
- Proficient utilizing Microsoft Office programs (Outlook, Excel, and Word)
- Excellent organizational skills including ability to prioritize and coordinate multiple tasks.
- Excellent written and verbal communication skills including professional phone etiquette.
- Excellent interpersonal skills with the ability to effectively interact with internal and external business partners and staff at all levels.
- Able to coordinate several projects to a successful completion with little or no supervision.
- Responds promptly to shifts in direction, priorities and schedules.
- Uses sound judgment and problem resolution skills, often makes decisions in supervisor's absence.
- Thinks strategically and is proactive.



EDUCATION COMMISSION OF THE STATES

Your education policy team.

Financial Authority

Will be trusted to use ECS corporate credit card for catering and travel reservations according to ECS travel and reimbursement guidelines.

Supervision

Works under minimal supervision. No formal supervisory responsibilities.

Communication:

Communicates daily with staff, consultants and other constituents.

Physical/Cognitive Demands:

Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, have sound judgment and willingness to support the ECS team.

Working Conditions:

Office hours will be 8:30 a.m. – 5:00 p.m. Monday – Friday. The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier and fax.

Compensation and Benefits:

Education Commission of the States offers competitive compensation and benefits. This position is located in Denver, Colorado. The annual salary range for this position is \$35,000-\$40,000 and will commensurate with experience.

Applying for the Position:

To be considered for this position, please email a resume and cover letter to Antoinette Garcia at agarcia@ecs.org. The subject line in your email should read "Receptionist/Admin Asst."

Deadline to apply: All applications must be received by close of business on Friday, March 17