

A full-time Administrative Assistant is being sought for the Brothers of the Christian Schools – District of Eastern North America (FSC DENA). You will be working with a team of talented and motivated individuals who share a passion and a zeal for the educational mission of the Brothers of the Christian Schools. Join us as an Administrative Assistant, where you'll play an essential role in supporting our team and ensuring smooth operations across various departments. This is an exciting opportunity for a detail-oriented individual who thrives in a collaborative environment and is eager to make a meaningful impact. We'd love to hear from you if you're organized, proactive, and ready to grow with us.

Location:

- 444A Route 35 South, Eatontown NJ 07724

Hours:

- full-time hourly, Monday to Friday, 8.30am to 4.30pm

Responsibilities & Duties:

- Receptionist
 - Serves as greeter for office guests.
 - Answers telephone and makes calls/emails for staff members.
 - Plans and prepares hospitality for administrative team and their guests.
 - Maintains marketing publications in the office gathering space.
- Secretarial & Administrative
 - Proofs and edits DENA publications.
 - Assembles publications and other materials for administrative team including, but not limited to: monthly calendars, retreat schedules, workshop materials, etc.
 - Maintains proper inventory of office, kitchen, and copier/printer supplies.
 - Organize and schedule appointments.
 - Maintains and updates the database in conjunction with the AA for District Administration.
 - Coordinates and manages the events and event planning for the various departments.
 - Other activities within scope of job and competence as assigned by the Director of Administration.

Necessary Job Skills:

- Discretion, flexibility, and the ability to multi-task.
- Computer-based communication and software knowledge with proficiency in Microsoft Office (Word, Excel, Access, Outlook).
- Excellent organizational, time management, interpersonal, and communication skills.
- Working knowledge of office equipment.
- Attention to detail and problem-solving skills.

Qualifications - Required:

- Professional degree with at least a year's experience in office and secretarial work

Salary:

- Very competitive hourly wage, based on experience and qualifications.

Company Benefits:

- Health, vision, and dental insurance
- Generous paid time off (PTO) and paid vacation
- Employer 6½% contribution to 403(b) retirement plan
- Professional development opportunities

Application Information:

- Ready to join our team? Please send your résumé and a letter of interest to Br. Joseph Juliano FSC at juliano@fscdena.org. Candidates selected for consideration will be contacted for an initial interview, followed by a second interview if applicable.