



## **OMEGA ALPHA ACADEMY**



Is Now Hiring:

### **Executive Director Administrative Assistant**

#### **Job Responsibilities:**

- Excellent organizational skills.
- Uphold a strict level of confidentiality.
- Excellent reading, writing and oral communication skills.
- Computer literate.
- Answer phone, schedule meetings with parents and staff.
- Fluent in English and Spanish (preferred).
- Willing to work with others.
- Fingerprint clearance card required.
- Coordinate events, assist principal as needed.
- File documents.
- Perform task to complete various projects as directed.
- Willing to stay overtime for important meetings/events.
- Maintain an organized filing system of paper and electronic documents.
- Time Management.
- Excellent Note-taking skills.
- Flexibility and the ability to prioritize new tasks as they come in.
- Scheduling meetings and sending meeting invites to attendees.
- Ability to prioritize work according to a sense of urgency.

#### **Qualifications:**

- High School Diploma / Associates of Arts Degree
- Two years administrative experience preferred
- Must be proficient with Microsoft Office programs
- Must have excellent verbal and written communication skills
- Must have excellent customer service skills and able to work under tight deadlines
- Must be able to prioritize work and complete multiple task with minimal supervision
- Previous experience in a school setting is preferred

#### **Benefits:**

- Health insurance \* Life Insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off

#### **If interested please inquire at:**

Omega Alpha Academy  
1402 San Antonio Ave.  
Douglas, AZ 85607

Phone: (520) 805-1261 x 212

Fax: (520) 805-1272

Human Resources Head \*Ms. Rubi I Galaz at: [rugalaz@oak12.org](mailto:rugalaz@oak12.org)