**Plymouth Christian Academy**

**Facilities Administrative Assistant (Part-time)**

**Personal Qualifications:**

Plymouth Christian Academy is seeking a part-time **Facilities Administrative Assistant.** The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

**In faithful living, you are expected to:**

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God’s word, standard for faith and daily living.
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school’s Statement of Faith.
5. Agree with the school’s Statement of Faith and Christian philosophy of education.

**Position Summary:**

***The Facilities Administrative Assistant*** reports directly to the Facilities Director. This position provides clerical and administrative support to the Facilities Director and maintenance staff. This position also has the responsibility to ensure the Facilities Department operates daily in a consistent, organized manner. The Administrative Assistant also interacts with students, parents, administrators, teachers and maintains maintenance records along with managing the facilities calendars.

**Qualifications:**

* A High School Diploma or GED Equivalent is required.
* Must have a minimum of 2 years’ administrative, office Assistant experience.
* Excellent interpersonal skills interacting with children, parents, and colleagues.
* Strong computer skills are required.
* Excellent written and verbal communication skills.
* Maintenance terminology knowledge is preferred.
* Strong organizational skills.
* Flexibility and dependability.
* Ability to maintain confidentiality.

**Job Responsibilities:**

* Manage the administrative responsibilities related to the maintenance operations for the facilities.
* Read and respond to Plymouth Christian Academy email/staff communications throughout the day, to remain informed.
* Collaborate with the Office Manager and other administrative assistants to support the administrative needs of the school.
* Maintain inventory supplies, track work orders and generate reports related to maintenance activities.
* Event management experience is preferred.
* Establish and maintain accurate maintenance records, spreadsheets etc.
* Oversight of Transportation maintenance logs and scheduling of buses.
* Dispatch maintenance technicians in emergency situations.
* All other duties as assigned by the Facilities Director and school Superintendent.

**Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.**