



## Job Description - Office Assistant

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**Position Title:** Office Assistant  
**Division:** Support  
**Report:** Office Manager  
**Status:** Part time – approximately 30 hrs per week

### Shared Office Duties

- I) Accounting Tasks
  - A) Perform bank deposits and maintain deposit information
- II) Secretarial Duties
  - A) Offer friendly greeting to all who enter the building
  - B) Answer phones
  - C) Receive student absence notifications and maintain attendance records
  - D) Assign substitute teachers as needed
  - E) Distribute medications to students as allowed by parents
  - F) Distribute approved church bulletin announcements
  - G) Assist with various mass mailings
  - H) Maintain student health and immunization records
  - I) Prepare and distribute daily teacher and student announcements
  - J) Monitor teacher aides when in office
  - K) Keep information packets up-to-date
  - L) Order and organize office supplies. Office Manager must approve orders before they are placed.
  - M) Maintain clean, organized, and professional office environment (to include teacher prep room).
  - N) Assist administrative staff with projects and clerical tasks as requested

### Specific Duties

- I) ZCS Transportation
  - A) Coordinate and communicate routes
  - B) Maintain route records
  - C) Work with Spectrum Health – Pennock to coordinate random drug testing
  - D) Request and maintain employee driving records

- E) Maintain vehicle records (maintenance books)
- II) Class Fundraisers
- III) Hot Lunch

### **Requirements**

- High school diploma
- Strong written and oral communication skills
- Ability to work unsupervised
- Proficient in Microsoft applications
- Familiar with Google Suite
- General understanding of FMCSA and MIDOT regulations
- Demonstrated ability to handle confidential information according to procedures
- Demonstrated proficiency in general office skills, organization of details, including telephone skills, filing, record keeping, and time management
- Models Christian conduct and behavior at all times and abides by Zion's statement of faith and code of conduct