



GRIFFIN REGIONAL EDUCATIONAL SERVICE AGENCY

Serving South Metro County School Systems since 1966
BUTTS - FAYETTE - HENRY - LAMAR - NEWTON - PIKE - SPALDING - UPSON
Dr. Stephanie L. Gordy, Executive Director



440 Tilney Avenue
Griffin, GA 30224
Phone: 770-229-3247
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Job Announcement

Position:

Administrative Assistant

Job Overview:

We are a leading education organization serving the South Metro Suburbs (*8 county region with main office in Griffin*). We are hiring an experienced Administrative Assistant that will assist a Division Director in our large and growing region. This position is an annual position (*245-day calendar with 15 vacation days and an additional 15 sick/personal days*) and includes benefits (*insurance and pension*).

Responsibilities Include:

- Establishes, organizes, and maintains records, files, and reports; creates forms according to specific needs
- Develops and maintains computerized spreadsheets and databases to enter information and generate reports
- Answers and directs phone calls, responds to questions, and requests for information, and refers inquiries to the appropriate individual
- Serves as the support staff liaison with the business operations division

Job Qualifications:

- Minimum of a High School Diploma (*some college preferred*)
- Minimum of three years in an administrative assistant role
- Strong Microsoft Office 365 experience, particularly Excel
- Ability to work well with staff. High integrity, excellent character, and good professional reputation.
- Excellent written and verbal communication skills
- Strong time-management skills as well as attention to detail
- Professional demeanor
- Approved/Clean background check

Benefits:

- Health coverage for employee and family through medical and dental plans
- Financial protection through life and disability insurance
- 403(b) Plan
- Pension
- Generous Paid Time Off (PTO) and holidays (230 workdays annually)

Beginning Date: June/July2022

Application Deadline: Until Filled

Salary Range: Depending on experience

To Apply: Submit a letter of intent, resume with a list of references including complete contact information to:

**Griffin RESA
Human Resources Department
440 Tilney Ave
Griffin, GA 30224**