

	Huron School District #2-2	Code: GDA-29 Administrative Assistant to Business Manager – Purchasing/Branding/Design
	Policies and Regulations	

**HURON SCHOOL DISTRICT #2-2
JOB DESCRIPTION**

TITLE: Administrative Assistant to Business Manager – Purchasing/Branding/Design

REPORTS TO: Business Manager

QUALIFICATIONS: Must have completed high school. Must possess computer skills and ability to master district-required software. Must possess excellent planning and organizational skills. Must use English language correctly and be proficient at creating & editing printed materials. Must respect matters of a confidential nature & be able to work discreetly with the public. Must be flexible & be willing to work in a fast-paced environment with multiple deadlines.

JOB GOAL: To assist the Business Manager in office procedures. To ensure that the Business Office operates in a smooth and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Maintain confidentiality of information regarding the school.
2. Handle telephone and written correspondence.
3. Operate and maintain office machines and computers.
4. Is familiar with rules, regulations, and policies of the school.
5. Establish good rapport with administrators, staff, and the public.
6. Maintains a filing system and keeps office files current.
7. Operation of a Windows based accounting system.
8. Process requisitions and prepare purchase orders.
9. Check-in freight daily and route to proper destination.
10. Process invoices and prepare them for payment.
11. Sort and distribute mail for the Business Office.
12. Process outgoing mail for all Central Administration offices.
13. Update the Branding Guide.
14. Make sure vendors and staff follow branding guidelines.
15. Other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month position

EVALUATION: the Business Manager will evaluate this position annually.