



ECONOMIC IMPROVEMENT COUNCIL, INC.
ADMINISTRATIVE OFFICE
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Mr. ROBERT WILLIAMS

PRESIDENT

Dr. LANDON B. MASON SR.,

EXECUTIVE DIRECTOR

Job Description: Administrative Assistant - Head Start 3

Location: 901 Staton Road, Greenville, NC 27834, Pitt County

Hours: 8:00 am – 5:00 pm

Duties and Responsibilities:

- Ensure that the secretarial office is run effectively and efficiently
- Process incoming and outgoing mail; routes documents to proper source
- Ability to communicate in person and by phone, to be tactful and courteous and use decorum in projecting a favorable public image
- Take inventory, order office supplies when needed and track supply budget to meet School Readiness needs
- Fill supply requisitions for office supplies from teaching staff
- Ensure office machines run efficiently
- Take minutes at designated meetings
- Update and prepare Operating Policy/Performance Standards Work Plans and Personnel Policy Books
- Organize and type purchase orders used by the program
- Attend School Readiness Team Meetings
- Assist with other program duties when deemed necessary
- Attend local and out-of-area workshops and training
- Support all Head Start service areas
- Perform related duties as required
- Assist with the Policy Council
- Maintain records of all Policy Council Meetings
- Maintain records of all program trainings for Pre-Service and In-Service
- Manage with accuracy the administrative office supply budget and monitor program budgets with oversight from the EHS Director

Qualifications:

- Good clerical skills.
- Ability to work independently with minimal supervision
- Ability to effectively communicate in person and by phone, to be tactful and courteous and use decorum in projecting a favorable public image.
- Ability to use office machines and equipment.
- Knowledge of computers and Microsoft Programs.
- Ability to organize and plan.

EDUCATION AND EXPERIENCE:

- Preferred Associate degree in Business Administration or related field preferred or High School Graduate with two years office experience.

