



ADMINISTRATIVE ASSISTANT

WHY WORK WITH EDULOG

EDUCATION LOGISTICS (“Edulog”) offers exciting opportunities to enhance your career as part of an industry-leading software company. Are you inquisitive by nature and have a passion for learning? Does the prospect of utilizing computer technology and systems that are new to you pique your interest? Education Logistics is seeking someone to assist on our accounts payable team. If you are looking for a dynamic company, in which to expand your knowledge and experience professional growth, consider Edulog for a collaborative and creative atmosphere where your efforts are appreciated.

SUMMARY & OBJECTIVE

The Administrative Assistant will perform a variety of both semi-routine and unique tasks and provide administrative support for the Company. The Administrative Assistant will work independently within specific company functional operations, procedures, and guidelines. The position requires exercising some discretion, judgment, and initiative in the organization of work and performance of duties. Must be able to occasionally lift and carry up to 40 lbs.

This entry level position can be full or part time but would ideally lead to full time. Normal business hours are Monday through Friday, 8 am – 5pm, with some flexibility in the work schedule. This is an in-office position.

ESSENTIAL JOB FUNCTIONS

- Process expense and vendor invoices.
- Contact and setup vendors, and track payment plans.
- Help ensure the administrative department is organized and operating efficiently.
- Assist general staff with administrative duties as requested; copying, scanning, printing, etc.
- Document the process of new procedures in detail and update existing documentation to reflect current methods.
- Problem solving – you will be asked to identify and resolve problems in a timely manner and gather and analyze information skillfully.
- Maintain system records and compile customized reports from database as needed. Help enter data into system ensuring the accuracy of information.
- Effectively train fellow employees to follow procedures and be able to use the computer system with a high degree of accuracy and efficiency.
- Troubleshoot basic technology issues as they occur within the system and provide support for fellow employees trying to utilize the system.
- Assist with or take ownership of administrative projects as they arise.

SKILLS & QUALIFICATIONS

- Possess a degree of familiarity with general technology.
- Organized to a fault; keeping everything in its right place.
- Efficient with your time; have the ability to prioritize and develop realistic action plans.
- Outgoing and won't hesitate to pick up a phone or jump in on a training conference.
- Experience in handling and maintaining sensitive information with a high degree of confidentiality.
- Experience with excel, word, Adobe-PDF, database programs, PC and/or Mac.



TO APPLY: Please visit our website at <https://www.edulog.com/careers/> to fill out an application and submit a cover letter and resume.