

Job description

Job Posting: February 6, 2023

Full-Time Administrative Assistant

About Keys to Literacy (KTL)

KTL is a rapidly expanding teacher training company located in Rowley, MA. We train teachers in schools across the country on teaching reading and writing skills to students across all grades. We have an office staff of 6, and more than 25 trainers who live and work out of their home offices in different states. We pride ourselves on being a great place to work and we work hard to create a company that is characterized by communication, respect, integrity, and high standards. We are a MA certified *Woman Owned Small Business*.

KTL is seeking a full-time administrative assistant who is able to work in our office full-time (i.e., within commuting distance to Rowley, MA).

Please apply if you are looking for a position in a friendly environment, with the potential for job growth, that makes a difference in the lives of children by helping them learn to read and write!

Job Responsibilities

The tasks associated with this position include data entry into assorted software programs, typing reports, creating and organizing electronic folders in Google Workspace, using email and the phone to communicate with school personnel and KTL trainers, photocopying, and occasional assembling/shipping of training materials. Administrative duties will be distributed as follows:

General Office Support (20%)

- Data entry, photocopying
- Assembling, packing, and shipping training materials (books, handouts)

Support for Account Management and Delivery of Teacher Training (80%)

- Communicating and sharing information with school personnel and KTL trainers
- Using Google Calendar to monitor KTL trainings
- Generating client folders and account information documents
- Gathering evaluation data into training evaluation reports
- Collecting, storing, and preparing teacher attendance reports and trainer/client reports

Work Hours and Benefits

This is a full-time, onsite, 40-hour per week position. Benefits include paid holidays, 3 personal days, up to 5 paid sick days, and paid vacation (2 weeks the first year, 3 weeks after). Medical benefits are available. We provide time off for bereavement.

Work Schedule 8:30-5 Monday-Friday.

Salary Range: \$20 to \$24 per hour depending on experience.

Minimum Qualifications

- Minimum high school diploma; post-secondary education, including associates or higher college degree preferred
- At least 3 years of experience in a similar position
- Must exhibit polite and professional communication via phone and email
- Must be proficient in use of the following technology:
 - Google Workspace Folders, Documents, Forms
 - Google Calendar
 - Microsoft Excel, Word, PowerPoint
 - Familiarity with Salesforce is a plus
- Must be comfortable with learning new technology and software to be able to register users into online courses and update content in training materials, including PowerPoint slides.
- Must have strong organization and administrative writing skills.
- Must be flexible and willing to help out as needed by the rest of the team.

Equal Employment Opportunity Statement: KTL is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise prohibited by federal and state law.

Job Type: Full-time

Salary: \$20.00 - \$24.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- Administrative Assistants & Receptionists: 3 years (Preferred)

Work Location: One location