

2019-2020
Job Description

Administrative Assistant to the Director of Facilities & Auxiliary Services

The Administrative Assistant duties and responsibilities will be divided into three major aspects:

Administrative Duties:

1. Answer the phone in the Director of Facilities Office.
2. Keep a filing system current of vendors, timesheets, administrative history and preventative maintenance logs.
3. Maintain/direct the tasks of maintenance staff (day to day, internal and external events).
4. View Events calendar to track set-ups and break-downs assigned to maintenance staff.
5. With the Director of Facilities, create a calendar of scheduled emergency drills, training of same, and specific OSHA training with our maintenance team.
6. Maintains a vacation calendar for six maintenance staff for fiscal year.
7. Maintains a meeting schedule for Director of Facilities in regards to responsibilities with the administrative team, outside contractors/vendors, FEMA representatives and suppliers.
8. Create and maintain schedules and logs for renewal of health permits, fire inspections, generator permits, water testing logs, a/c cleaning log, and filter cleaning logs. Included also are truck inspection, waste management permits and other preventive maintenance schedules - on a weekly, monthly, and yearly basis.
9. At the beginning of each month, check what the maintenance reoccurring duties are for that month.
10. Manage the computer maintenance request program, by responding to the teachers that have sent requests. Coordinate with the Director of Facilities which maintenance staff is to be assigned which tasks that are to be completed.
11. Manages the keys we have in our key system.
12. Budget accounting on actuals, as we receive invoices, we will code items to what part of campus they are being used and for what purpose.
13. Support the DOF with developing an Antilles School maintenance manual.
14. Support the DOF with developing an Antilles School Safety & Drill Manual.
15. Assist with credit card reports.
16. Assist with any audits of maintenance.
17. Work with DOF and Foreman on inventory of tools & equipment.
18. Receives payments by leaseholders of the MCM. Accept payments for rentals of facilities/and or equipment, and issue receipts for same.
19. Act as a general information ambassador to any visitors, students, parents and general public, walking through the MCM Center. (this position requires time at desk and in-office work.)
20. Provides support as needed for Events Director/Coordinator.

Procurement of Supplies:

1. Admin Assistant coordinates with DOF & contracted cleaning company to order cleaning supplies from various vendors: i.e. garbage bags, paper towels, soap, etc.
2. As we have special projects come up, will work with Director of Facilities, ordering items that support that project, and/or long-term preventative maintenance items, such as water fountain filters, a/c filters, LED lightbulbs etc.

3. As employees request supplies on the supply request forms, a bi-weekly shopping list is created. This shopping list will also include items that our maintenance staff requests for them to complete their specific assigned tasks.
4. Maintain/oversee a tool and equipment sign-out log.
5. Will work with DOF to seek out bulk ordering of supplies at wholesale prices and, shipping them on island for the 2019-2020 school year. (i.e. paper, cleaning supplies, etc.)

Support for the Events Coordinator:

1. Receives first inquiry calls on rental of facilities and/or equipment for the MCM Center, PJ Hall / courtyard, and athletic field. Assistant will check the Google events calendar and be given a script of basic questions to ask the person making an inquiry. These are initial screening calls, before Events Coordinator gets involved with client.
2. Creates invoices for the Events Coordinator when asked, and double checks the rental file for each rental, the insurance binder naming Antilles School, Inc. as additionally insured, ensuring save the date is paid, and clarify so client understands payment schedule on issued invoice. Also explains details for alcohol permit and security.
3. For in-school events, Admin Assistant connects with advisor, chaperone or athletic director to make sure support needs are met.

Other duties and projects as assigned by Director of Facilities or Head of School.

Report to Director of Facilities and Auxiliary Services

This is a 12 months-a-year position – Work hours are 7:30am-4:30pm, Monday thru Friday and certain assigned days of the holidays and summer breaks. Vacation time is earned by the number years of service and scheduled with Director of Facilities approval.

Computer proficiency in the use of Microsoft Office, and Excel is required. A willingness to learn Google Docs/calendar and internal computer systems, to manage the day to day operations of the Facilities Department. Proficient in communications and customer service skills.

Salary is competitive with industry standards and work experience. A benefits package is included as part of the compensation package. Salary range \$29,000 - \$39,000