



POSITION TITLE: Administrative Support

REPORTS TO: Office Team Coordinator

FLSA STATUS: Executive Director

POSITION TYPE: Part-time

POSITION OVERVIEW:

An efficient and dedicated team member needed immediately for mission-driven non-profit science center. Provide support for fast-paced office with multiple departments, including finance, development, and visitor experience functions. Maintain confidential records, prepare correspondence, reports, and invoices. Handle telephone calls and walk-in inquiries. The ability to work in a fast paced environment with strong attention to detail is essential.

ESSENTIAL JOB FUNCTIONS:

- Works together with other office support team members to provide support to CSC departments.
- Provides office reception, including telephone, walk-in, and electronic inquiries.
- Handles registrations, applications, and related tasks.
- Records payments and prepares billing statements.
- Completes data entry, prepares letters, proposals, mailings, etc.
- Maintain files and record keeping systems.
- Maintain office equipment and supplies.
- Other duties as assigned.

COMPETENCIES & QUALIFICATIONS:

- Efficient and well organized.
- Must be computer savvy and proficient in Microsoft Word, Excel and Outlook.
- Ability to juggle multiple tasks with superb accuracy.
- Ability to speak and read basic English.
- Strong administrative skills.
- Exceptional customer service skills, over the telephone and in person, with our customers and departments.
- Strong sense of urgency and problem solving skills.
- Commitment to and passion for the mission, vision, and values of Catawba Science Center.

PHYSICAL REQUIREMENTS:

- Lift 40 lbs. to waist level.
- Lift up to 20lbs to shoulders and above head.

- Walk/stand for long periods of time.
- Must be able to perform basic life operation skills of walking sitting, standing, bending, reaching, twisting, talking and hearing.
- Reach above the shoulders.

MINIMUM REQUIREMENTS:

- High school diploma and three (3) years administrative experience.

NOTE: All applicants must participate in a drug test and criminal background check as part of the pre-employment process for Catawba Science Center.