

Administrative Assistant

Job Title: Administrative Assistant

Function: Perform a variety of administrative and receptionist functions

Supervisor: CFO/Director of Business Operations

Dynamic Measurement Group is an educational company dedicated to supporting success for children and schools. DMG was founded by the authors of Dynamic Indicators of Basic Early Literacy Skills (DIBELS®) and is the official home of DIBELS. The mission of DMG is to improve outcomes for children and support school success by developing and conducting research on practical, innovative, and powerful assessment and curricular materials that can be used to promote reading success.

Position Summary

Work as receptionist and administrative assistant performing general office and clerical duties under the direction of the CFO/Director of Business Operations supporting all departments. This position requires passing a background check prior to commencing employment. Research duties may include but are not limited to the following:

Position Responsibilities

- Reception/General Office
 - Reception and phone duties for office: 8:00 am–5:00 pm, Monday–Friday
 - Photocopy, fax, email support, filing
 - Maintain kitchen and work room supplies, office common areas, plants, overall cleanliness and organization
 - Organization of monthly and annual social events and meeting arrangements
 - Complete other general and administrative tasks on demand
 - Run errands as needed
- Administrative Assistant
 - Make bank deposits
 - Internet research, database entry, Robly administration
 - Quickbooks entry and research
 - Manage registration software, webinar service and survey service
 - Inventory counting and management
 - Shipping and receiving of customer orders and supplies
 - Edit copy to ensure proper grammar, spelling, syntax and style. Requires an eye for detail, an ability to use standard proofreading marks, and excellent knowledge of grammar and style
 - Overflow work as needed to support Professional Development
 - Use of Adobe Illustrator to update forms and certificates

Minimum Qualifications

- At least 4 years prior experience providing support for higher level administrative positions
- A warm and confident demeanor, a positive and enthusiastic attitude
- Ability to work independently, takes direction from many sources, organize workload, set priorities, and handle a variety of details.
- Ability to receive constructive feedback and adapt as necessary
- Detail oriented, dedicated to accuracy, and excellent work ethic
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail

Administrative Assistant, continued

- Proficiency in using Microsoft Office Suite
- Experience using QuickBooks
- Experience using Robly or similar mass email program
- Fingerprinting and background check required

Physical Demands of the Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. This position is primarily sedentary. The duties of this position may require the employee to travel for an annual event, thus requires the ability to stand for 4–12 hours in a shift. The position requires mobility including the ability to move materials weighing up to 20 pounds on a regular basis such as file boxes, inventory, other equipment and office supplies. This position will occasionally move materials weighing up to 50 lbs. at events and preparation for events. Manual dexterity and coordination are required over 75% of the work period while working in this position. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

To apply, please email a cover letter and resume to hr@dibels.org.
Resumes received without a cover letter will not be considered.

March 12, 2018

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