

Administrative Specialist II/Receptionist - Admin

East Arkansas Community College is currently accepting applications for the position of Administrative Specialist II/Receptionist. EACC offers a generous fringe benefit package including excellent leave time, employer paid insurance & multiple retirement plan options.

POSITION SUMMARY:

The Administrative Specialist/Receptionist – Admin position will be expected to communicate with internal and external constituencies with exceptional customer service. Duties and responsibilities include: Campus receptionist, Telephone System and Campus Online Chat Operator, and Administrative Assistant for various functional areas in the Administration Building as needed; Researching and preparing reports, creating documents, composing and typing routine correspondence, and maintaining activity logs; Review and verify documents including forms, records, and reports; Provide information assistance and clarification to interested parties concerning institution policies, procedures and directives; Ensure that information requests from the public are dealt within a professional and accurate manner. Perform general office duties.

QUALIFICATIONS:

Strong computers skills in Microsoft Office Word, Excel, Outlook and Publisher. Good grammar and writing skills are required. Ability to establish and maintain filing systems, ability to analyze documents and determine compliance with rules, regulations and procedures. Microsoft skills test will be required.

MINIMUM EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent required; Associate degree preferred, plus two years of experience in a related field.

Please submit an EACC application, cover letter, resume', and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@eacc.edu. You may access the on line application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. EACC is an AA/EO employer.