



Administrative Assistant III – Business Office

The University of Arkansas – East Arkansas Community College is now accepting applications for an Administrative Assistant III for the Business Office.

Job Duties

Position duties include but are not limited to:

- Assisting the Business Office in all functions when needed as well as assisting Human Resources when needed
- Verifying reports, documents, and policies that relate to the Business Office and the College as a whole
- Gathering and distribution of documents from the Business Office to the College
- Ensuring accurate time sheets are submitted at the end of each pay period for all non-exempt employees
- Maintaining record of all leave forms to ensure accurate leave balance for every month
- Preparing necessary paperwork for Work Study Students
- Performing clerical duties such as answering phones and taking messages, typing memos and letters on behalf of the Business Office, maintain inventory and ordering supplies
- Performing other duties as assigned

Knowledge, Skills, and Abilities

Qualified applicants must have a functional knowledge of Microsoft Office, including preparation of professional correspondence. Excellent written, oral, interpersonal and organizational skills are required, as is the ability to research archival and other resources, compile data and information, analyze information, and report findings to various audiences. Applicants must also be able to operate standard office equipment and have the ability to review rules, regulations, policies and procedures and offer input on compliance or improvement. Detail oriented and organization is key for this position. A skills test will be required for role.

Minimum Education and/or Experience

High school diploma or equivalent education and two to three years of experience in a professional office setting are required. An Associate's degree is preferred. Education and experience may be substituted if supportive of the role and scope of the position.

Salary: \$32,448.00

Please submit an UA-EACC application, cover letter, resume', and transcript(s) to UA-EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@uaeacc.edu. You may access the online application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. A background check will be conducted before hiring.