



# Special Taxing District Administrative Assistant

Apply at [parkcentraldevelopment.org/careers](http://parkcentraldevelopment.org/careers)

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**Salary:** \$25.00/Hour

**Location:** St. Louis, MO / On-Site

**Terms:** Part Time - 30 Hours

## JOB ROLE & SUMMARY

The Special Taxing District Administrative Assistant will perform clerical duties, largely on behalf of the special taxing districts. The candidate will primarily schedule appointments, prepare materials, and communicate with clients. The ideal candidate should fit the responsibilities and requirements mentioned in the job description below.

## DUTIES & RESPONSIBILITIES

- Collate and distribute mail
- Prepare communications such as memos, emails, invoices, reports and other correspondence
- Write and edit communications, from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Meeting facilitation; including taking detailed meeting minutes
- Provides administrative support to ensure efficient operation of office
- Answers phone calls, schedules meetings and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.



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## SKILLS NEEDED:

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Professionalism
- Problem Solving
- Accuracy and attention to details
- Inventory Control
- Excellent Written & Verbal Communication

## QUALIFICATIONS:

- Associate or bachelor's degree preferred
- 3 years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license

### **Relationships:**

**Directly Report to:** Executive Director

**Functional Relationships with:** Assistant Executive Director,  
CID & SBD Administrators