
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Administrative Assistant – Plant & Maintenance Department (Full Time)

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Purpose and Function

The Administrative Assistant provides clerical support to the Director of Facilities, Maintenance personnel, and other members of the administrative services division. In order to accomplish the objectives of the position, the Administrative Assistant performs the following functions.

Essential Duties:

1. Handles telephone calls, takes messages as necessary and forwards them to the appropriate persons, greet and assists visitors and vendor representatives, and assists faculty/staff members.
2. Prepares letters, memos, forms, requisitions, work orders and others documents under the supervision of the Director of Facilities.
3. Maintain employee time cards, computes daily and weekly work hour totals, tracks vacation and sick leave status, and other information necessary to maintain accurate employee time records.
4. Maintain Custodial time cards, ordering of supplies, and scheduling work orders.
5. Picks up and distributes mail and other correspondence to the appropriate persons on campus.
6. Assists the Director of Facilities in the analyzing of the county based budget for the college. This includes preparing reports and assisting with forecasting budgetary issues.
7. Assists shipping and receiving by matching purchase orders and receiving copies. Also assist in delivering items and following up on back ordered items.
8. Scans and uploads all delivery tickets received from shipping and receiving into the document scanning software, E-Trieve by Softdocs, on a daily basis to ensure timely processing of invoices for payment.
9. Assist in scheduling work orders and maintains a file for tracking work assignments and work in progress. Ensures system is updated promptly as work orders are completed or to include notes due to unavoidable delays such as ordering parts. Communicates with the initiator of the request to update him/her in a timely manner.
10. Assists the Director of Facilities with Project management and monitors completion of projects as assigned.
11. Responsible for fleet management, scheduling vehicles use, arranging servicing and repair of college vehicles.
12. Responsible for maintaining and recording key issuance to all faculty/staff employees.

13. Attends all maintenance meetings, and maintain files for each employee containing signed copies of all memos issued to them.
14. Initiates requisitions for the purchase of office supplies and materials for the Maintenance Department. Responsible for the use of a Procurement Card.
15. Assists with others duties in the Maintenance Department as assigned by the supervisor.
16. Assists with special college functions as needed.
17. Participates in professional development activities.

Minimum Requirements for the Position:

1. Associate Degree in Business or related field required.
2. Two years of full time administrative experience or related occupation(s) required.
3. Demonstrated oral and written communication skills.
4. Proficient with Office 365 to include Microsoft Word, Excel.

Preferred Requirements:

1. One year of experience in a purchasing function preferred.

Skills and Abilities:

1. General administrative skills, including but not limited to, typing, data entry, scanning, customer service, etc.
2. Attention to detail, able to analyze and make determinations based on data available.
3. Ability to establish and maintain a good working relationship with co-workers.

Excellent references from previous employers must be furnished upon request. The preferred start date is July 16, 2018.

A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. First review of applications will begin June 22, 2018. Applications accepted until filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.sccnc.edu.

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