

	<b>Nature's Education Laboratory of American Samoa (NELAS)</b>	Human Resources P.O. Box 1254 Pago Pago, American Samoa 96799 Email: nelasaiga@gmail.com
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### Public Job Posting

<i>Position Title</i>	<b>Administrative Assistant</b>	<b>Posting Date: June 10, 2022</b>	<b>Deadline Date: Until filled</b>
<i>Position Type</i>	<b>Support Services</b>	<b>Paid Hourly (Part-time); 12-20 hours per week, including Saturdays</b>	<b>\$5.00/hour - \$7.00/hour</b>

### ***Major Duties and Responsibility***

The primary objective of the position is to ensure an organization's activities operate efficiently. The employee is responsible for completing tasks that support the office lead, a lead that manages organizational plans and implementation. Duties include but are not limited to answering phones and greeting visitors, scheduling appointments, maintaining calendars, preparing communications, such as memos, emails, invoices, reports, and other correspondence, and creating and maintaining filing systems, both electronic and physical, and other duties as assigned by supervisor.

### ***Minimum Requirements***

<i>Education</i>	A high school diploma that includes some technology and business classes. Further education or certification is helpful. Prefer candidates with at least some college education such as a couple of years at a community college majoring in business administration or vocational school, with courses in computer communication and office skills. Must provide transcripts and diploma with the application.
<i>Experience</i>	Must have 2 years of related work experience in Administrative Assistance in addition to the educational requirements listed above.
<i>Skills, Abilities, and Job Requirements</i>	<ul style="list-style-type: none"> <li>• Highly organized with the ability to manage multiple demands and deliver results on time.</li> <li>• Proficient in verbal and written communication.</li> <li>• Works well with others.</li> <li>• Able to apply critical thinking and innovative concepts to improve processes or solve issues.</li> <li>• Knowledge of office management systems and procedures</li> <li>• Proficient in MS Office, Google Drive, etc.</li> </ul>

**Qualified Applicants:** Please submit a completed NELAS Employment Application with a copy of your resume to NELAS (address listed above) by the deadline listed. Attach copies of credentials and transcripts; a copy of your diploma is REQUIRED. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on a pre-employment drug test. NELAS reserves the right to waive education and experience requirements as necessary. Phone inquiries will not be accepted.

**An Equal Opportunity Employer \* A Drug-Free Workplace**

