HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Position: Administrative Assistant – Facilities Department

The Horace Mann School seeks an experienced Administrative Assistant to join our Facilities Management Department. Under the supervision of the Director of Facilities Management and the Facilities Office Manager, the Administrative Assistant will organize and coordinate administrative duties and office procedures, as well as provide a warm and welcoming environment to employees and visitors. This is a full-time 12-month support staff position.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 305 largely wooded acres in Washington, CT. One of the nation’s 10 largest independent day schools, as of September, 2017, the School enrolls 1,791 students representing 152 zip codes, with 40% self-identified students of color. For 2017-18, 15% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school’s current $100 million bricks and mortar campaign will provide the Middle and Upper Divisions with either newly constructed or renovated, state of the art science facilities by the beginning of the Fall of 2018.

Primary Duties and Responsibilities:

Responsibilities include clerical and complex administrative functions related to daily operation as well as the ongoing construction project including, but not limited to: RFI's, submittals, shop drawings and all project purchase orders and invoices. The successful candidate must be able to work independently and provide excellent customer service while promoting a team environment.

- Serve as receptionist answering all calls and routing to the appropriate employee
- Work with facility work order software modules: Maintenance Direct, Facilities Services Direct, Preventive Maintenance Direct and other SchoolDude software modules
- Maintain positive, professional working relationships with all school constituencies
- Utilize Document Scanning Software (Docuware), Google Suite of applications as well as Microsoft Office Suite etc.
- Assist Office Manager as point person for day-to-day office needs, including: maintenance, mail, supplies, equipment, invoices, and the organization, and maintenance of filing systems
- Maintain the confidentiality and security of sensitive communications and work product
- Perform other duties or projects, as assigned

Preferred Qualifications:

- 2-3 years of related experience as a secretary/administrative assistant; or equivalent combination of education and experience
- Must be detail oriented, have strong communication skills and be able to work independently and seek input or guidance as needed.
- Outstanding communication skills (written and verbal), customer service, interpersonal skills, professional demeanor, and telephone mannerisms
- Excellent computer and calendaring skills
- Demonstrated ability to effectively interact with employees and visitors
- Demonstrated organizational skills with attention to details and strong problem-solving skills
- Must be able to work effectively in a dynamic and fast-paced environment

Interested candidates should email cover letter of interest and resume to:
employment@horacemann.org