

## **Administrative Officer**

Intro

### **Responsibilities**

#### **1. Receive phone calls and entertain inquiries.**

Be familiar with the different programs and class schedules. The administrative assistant should be aware and be knowledgeable of all LCMS and CSPA programs and schedules.

#### **2. Monitoring Lesson Schedules**

- **Monitor staff attendance** - Please monitor attendance of all staff members including full time teachers, part-time teachers, nannies and drivers.

- **CSPA student attendance record keeping. Attendance for students**

- **Schedule of lessons-**

The scheduling of individual lessons is the most time consuming and difficult job as it needs to be coordinated with teachers and students (parents). The students are assigned for fixed lesson times each week with the respective teachers. All teachers and students will be coordinating the schedules with the administrative assistant.

- Check the schedule of lessons assigned to students and teachers for each instrument. Try to familiarize yourself with the teachers and students as soon as possible. It is easier to work when you understand and know the different schedules of the teachers.
- Encode all phone numbers of teachers and students on the cellphone you will be using to coordinate by texting. Text all teachers to introduce yourself as the new administrative assistant and that they can coordinate with you in terms of scheduling.
- In case of absence of teachers or students, report it to the director as soon as you receive their notice for makeup lesson arrangement.
- In case of absence of teachers or students, inform the parent or teacher right away as our rule in Clarion is that we get notice of absence one day prior to the assigned lesson time, unless it's a case of emergency such as illness.

- Remind teachers for their lesson times, as well as students a day before their lesson times.
- Make sure that the teachers and students arrive on time. If they are late, please text them or call their landline to ask why they are late.

- **Data recording:**

File all student data:

- LCMS - Enrollment card, Enrollment contract, Passport copy or Birth Certificate
- Performing Arts – Enrollment card / Old and Current students should be separated
- Encode Student Data – The student data should be encoded on excel file and updated each week or month. Excel file can be found in the computer.
- Documentation of all receipts – Make daily cash position format provided by the accountant and ask her for assistance.
- Director's Personal Files- credit card payments, Meralco billing, smart phone bills.
- File receipts for Utility, PLDT, Advertising
- Performs other duties required

**Qualifications:**

- Bachelor's of accounting, business administration, communication or any related field.
- Experience in HR & Payroll system and accounting related tasks
- Proficiency in MS office
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.