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ADMINISTRATIVE / OFFICE ASSISTANT

Position: Administrative / Office Assistant
Reports to: Operations Manager
Status: Hourly/Non-Exempt
Terms: Full-time
Location: Atlanta, GA

POSITION SUMMARY

The Administrative / Office Assistant is a self-motivated, energetic professional experienced in handling a broad range of administrative duties and support-related tasks. Far from just answering the phones and directing calls, the right individual will be an administrative jack-of-all-trades with both breadth and depth of experience and the desire to take full ownership of their role to support the organization, colleagues, customers, and constituents.

Organized. Flexible. Trustworthy. Honest. Discrete. Responsible. These are the hallmarks of the individual we're looking for. Someone who enjoys the administrative challenges of wearing multiple hats, providing support to a variety of office roles and responsibilities, representing the ACEN as the first point of contact for our organization externally, and operating at a high level to help keep the wheels spinning internally.

The perfect individual possesses not only the necessary experience, but a 'no task is too small' / 'can do' customer-service attitude (for both external and internal customers),

Non-profit customer-service environment experience is a plus!

RESPONSIBILITIES

- Answering all calls to main phone from the front desk, directing callers, and responding to general information inquiries
- Receiving and sorting mail & deliveries
- Liaise with building management pertaining to office janitorial needs, building access, parking, and visitors
- Ordering of supplies and maintaining appropriate supply inventories
- Processing checks and incoming payments
- Responding to requests for verification of accreditation
- Organizing, filing, and maintain nursing program files
- Assisting in the back-end configuration of file sharing resources
- Creating accreditation certificates at conclusion of accreditation cycles
- Assisting with the posting of accreditation decisions
- Preparing correspondence, reports, and publication materials as assigned
- Data entry related to office operations
- Participating and assisting in cross-training activities
- Other duties and responsibilities as assigned

QUALIFICATIONS

All of the following are required critical elements to be considered for the position.

- Baccalaureate degree preferred; Associate degree required

- 3+ years of related experience
- Proficient in Microsoft Office Suite (Word, Access, Excel, PowerPoint)
- Excellent organizational and time-management skills
- Ability to perform in team-oriented environments as well as work independently with minimal supervision
- Strong interpersonal, written, and verbal communication skills
- Capable of adjusting to changing priorities and deadlines
- Professionalism, loyalty, dependability, punctuality, and ability to maintain confidentiality

COMPANY OVERVIEW

The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by the functions of specialized accreditation for all levels of nursing education and transition-to-practice programs located in the United States, U.S. Territories, and internationally.

The ACEN is situated within walking distance of both Phipps Plaza and Lenox Square mall. With a free parking pass or MARTA pass provided to every employee, shopping and enjoying the heart of Buckhead is a bonus on top of all the great benefits listed below. The office building is elegant and secure, with magnificent views of the city.

BENEFITS

- Paid Time Off which includes Annual PTO, which is accrued based on tenure, a Carryover Bank which may carry over unused Annual PTO, and Personal Bank PTO which can be taken without designating the time as sick leave, vacation, or a personal day.
- All employees are entitled to eight (8) paid legal holidays per calendar year.
- Health, Vision, Dental, Accidental Death and Dismemberment, and Life Insurance as well as Short-and Long-term Disability Insurance and Worker's Compensation.
- Bonus Pay, which is determined based on ACEN's annual operational revenues/expenditures.
- Employee Assistance Program offered.
- Free parking pass or MARTA pass
- Employer matching retirement 401K Plan

COVID-19 VACCINATION REQUIREMENT

The ACEN requires evidence of being fully vaccinated with an FDA approved COVID-19 vaccine prior to beginning employment.

ACEN is an equal opportunity employer.