

Officials' Administrator/Administrative Assistant Position

Pay: \$20.00 per hour

Job description:

Job Overview

We are seeking a highly organized and professional Administrative Assistant to join our team. The ideal candidate will serve our registered officials and potential candidates, providing exceptional customer service while managing various administrative tasks. This role requires strong communication skills, attention to detail, and the ability to multitask in a fast-paced environment.

Responsibilities

- Assist registered officials and new applicants.
- Maintain officials' registration database.
- Verify and record background clearances.
- Assist with assignments process.
- Assist with PIAA Officials' Convention.

Skills

- Proficient in Microsoft Office Suite (Word, Excel, Publisher) and Google Workspace.
- Strong computer literacy with the ability to learn new software quickly.
- Excellent organizational skills with attention to detail.
- Effective time management skills to prioritize tasks efficiently.
- Phone etiquette is essential.
- Customer service orientation.

Job Type: Full-time- 35 hours weekly

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Work Location: In person, PIAA office, 550 Gettysburg Road, Mechanicsburg, PA 17055

No consideration will be given unless resume, cover letter, and references (required) in Word or PDF document are directly emailed to jrocco@piaa.org by December 31, 2025.