

Rose Management Group has an opening for a full-time Executive Assistant. Rose Management Group serves alternative charter high schools and is in their 25th year of serving our students and communities.

**Job Summary:**

The Executive Assistant will provide high-level administrative support to the CEO/Superintendent and CFO, ensuring smooth daily operations of the front desk and assisting with various clerical and organizational tasks for the educational management organization. The ideal candidate will be detail-oriented, proactive, and capable of managing multiple tasks with a high degree of accuracy and professionalism.

**Key Responsibilities:**

**Front Desk Operations & Communication Management:**

Open the front office in the morning and close operations at the end of the day.

Serve as the first point of contact at the front desk, greeting visitors and directing them to the appropriate staff members.

Screen incoming calls, handle inquiries, and direct calls to the appropriate parties.

**Clerical & Administrative Support:**

Provide clerical support to the CEO/Superintendent and CFO, including preparation of documents and handling general office tasks.

Prepare and manage letters, faxes, forms, and outgoing mail, including postage and signing for packages.

Coordinate interoffice mail between our charter schools and organize supply deliveries, ensuring timely distribution.

**Student Behavior Management:**

Schedule student hearings and track related documentation within the Student Behavior Management System (SBMS).

Update and maintain SBMS student-parent notification letters annually.

Review and revise the school's student handbooks to ensure they reflect current policies and procedures - along with a variety of similar annual tasks for school, staff, and office compliance.

**Office Supplies & Maintenance:**

Ensure the copy area is stocked and the supply closet is organized regularly.

Manage daily cleanup of the staff lounge and front office areas. Weekly fridge and trash clean out.

### **Human Resources Support:**

Prepare HR interview folders for prospective employees; follow through on new and termed staff HR processes.

Maintain and file HR and Office of Superintendent records.

Assist with various HR projects as needed.

Prepare reports and retrieve necessary records for the CEO/Superintendent and CFO.

### **Miscellaneous Tasks:**

Document editing, filing, assist other departments on various duties as needed, schedule appointments and trainings, run staff fingerprint/background checks, data entry.

Run errands and assist with any other clerical tasks or office needs.

### **Qualifications:**

Proven experience in an executive assistant or administrative role, preferably in an educational setting.

Strong organizational skills and attention to detail.

Excellent communication skills, both written and verbal.

Ability to multitask and work under pressure in a fast-paced environment.

Proficiency in office software (Microsoft Office Suite, Google Workspace).

Ability to maintain confidentiality and handle sensitive information with discretion.

### **Physical Requirements:**

Ability to lift and carry office supplies up to 25 lbs.

Ability to sit or stand for extended periods of time.

### **Schedule:**

Monday – Friday, 8:00am-4:30pm

**Salary:**

Salary range is \$15.00 to \$17.00/hr.

**Rose Benefits:**

Employer pays a monthly portion of the single health care coverage

\$15,000 Life Insurance paid solely by Rose

Voluntary Life, Short- and Long-Term Disability insurances

Dental insurance

Vision insurance

AFLAC

Pet Insurance available

**Minimum requirements:**

High School Diploma required.

Obtain and maintain an Arizona IVP Fingerprint Clearance Card.

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Rose is an Equal Opportunity Employer.