**Job Description: Part-Time Office Administrator**

**Title**: Office Administrator

**Reports to:** Executive Director

**Based at:** Ballet Spartanburg, Spartanburg, SC, 200 Saint John Street, Spartanburg, SC 29306

**Job purpose**:

To carry out all responsibilities and accountabilities in an organized, time efficient, and positive atmosphere with proficiency to promote and maintain the integrity of The Center for Dance Education and Ballet Spartanburg.

**Key responsibilities and accountabilities:**

1. Maintains and develops a computerized customer and prospect database, including the CFDE, The Company, Ballet Spartanburg members (both current and potential)
2. Prepares I-9s on new employees, as required by the department of Homeland Security, and prepares SC New Hire Reports on new employees, as required by South Carolina
3. E-Verifys all new hires and keeps on file
4. Creates and maintains the personnel files for Ballet Spartanburg
5. Organizes and maintains filings systems for Ballet Spartanburg
6. Prepares and maintains the calendar for the CFDE and Ballet Spartanburg
7. Maintains and updates Ballet Spartanburg website and responds to all emails, voice mails and inquiries
8. Responds to request for assistance and provides all information updates to Board of Directors
9. Processes incoming emails, voice mail and mail and communicates to Executive Director and Accountant all bill information
10. Processes incoming checks, coordinates with Ballet Spartanburg accountant and makes orders and maintains office supplies
11. Meets and communicates with all staff and public
12. Coordinates and logs all incoming registration forms for CFDE for fall and summer classes
13. Receives all monies for CFDE and records properly to give to Accountant
14. Organizes all information for all CFDE programs and productions
15. Prepares and maintains attendance folders for all classes
16. Orders all supplies for office and keeps all stocked and organized

**Skills:**

**Must be proficient in Microsoft Office (Word, Excel, Adobe, Access), Constant Contact, In Design, and Program Design**

**25 hours a week (can be flexible when needed) Salary range $ 14-$15.00**