

Announcement	
Job Title:	Part Time Hourly Professional Education Worker / Secretary – Property and Supply Clerk
Post Date:	February 25, 2021
Apply by:	Until Filled
Job ID:	00055326
Location:	Georgia Academy for the Blind 2895 Vineville Ave. Macon, Ga. 31204
Program/Unit:	State Schools/Georgia Academy for the Blind
Description of Duties:	Under general supervision, uses independent judgment and initiative to perform a variety of clerical, office management, and secretarial duties in support of the Property and Supply Manager. This fast-paced environment requires an organized individual who is comfortable multitasking and receiving direction from Administrative staff. Duties include, but are not limited to; entering data from forms, records, and/or reports using a computer; preparing fund requests; and answering/redirecting calls, fielding email communications for the Property and Supply Manager, keeping clear communication with the Manager and Superintendent at all times, preparing and filing Financial Records, signing out Gas Purchasing Cards to appropriate staff, keeping clear records for the Accounting Department, receiving and distributing daily mail, attends appropriate training related to duties and responsibilities as requested by the manager, as deemed appropriate, and other duties as assigned by the Manager and Superintendent.
Minimum Qualifications:	Two years related experience OR Associate's Degree OR one year as a Secretary 1, Administrative Services Specialist, or Sales/Marketing Assistant. Note: Some positions may require an examination.
Preferred Qualifications:	Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following: • Documented experience in computer literacy • Effective written and verbal communication skills • Ability to work as a team member to support multiple office personnel • Effective interpersonal skills • Computer skills including proficiency in Microsoft Office (Excel, Word, Access, and PowerPoint), Microsoft Outlook, PeopleSoft Purchasing/Procurement, and FileMaker Pro, Concur Travel System • Experience using internet research information • Bachelor's or associate degree in business administration or a related field
Salary/Benefits:	Part Time Position. Hiring salary range is commensurate with current employment and relevant education/training and work experience.

Submit an Georgia Academy for the Blind Application, State of Georgia Application, or resume* to:

Georgia Academy for the Blind
Personnel Office: Deborah Ezell
2895 Vineville Avenue
Macon, Georgia 31204
Telephone: 478-751-6083
Fax: 478-751-5569
Email: dezell@doc.k12.ga.us
Internet: www.gabmacon.org

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received by this office, we are unable to provide information on your application status.

It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.

In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, the Department of Education employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Department of Education are required to verify identity and employment eligibility and must agree to undergo drug screening and a criminal background investigation.

An Equal Opportunity Employer