

Administrative Assistant

Peaslee Tech | Lawrence, Kansas

Employment Type: Full-Time or Two Part-Time Positions Available

About Peaslee Tech

Peaslee Tech is a career and technical training center dedicated to providing hands-on education and workforce development opportunities. Our mission is to help individuals gain the skills and training needed to build successful careers.

Position Summary

Peaslee Tech is seeking a dependable, organized, and personable Administrative Assistant to support daily office operations. This position plays an important role in maintaining an efficient, welcoming, and professional environment for students, instructors, staff, and visitors.

We are open to hiring one full-time Administrative Assistant or two part-time employees to provide office coverage and administrative support.

Key Responsibilities

- Greet visitors, answer phone calls, and direct inquiries to the appropriate staff members.
- Provide administrative support to the CEO, staff, instructors, and students.
- Assist with student enrollment, class registrations, and general program inquiries.
- Maintain accurate records, files, and electronic documentation.
- Assist with scheduling, calendars, meetings, and classroom coordination.
- Prepare, organize, and distribute correspondence, forms, and other documents.
- Assist with accounts payable, accounts receivable, invoicing, and payment processing as needed.
- Support office supply inventory and purchasing.
- Maintain a clean, organized, and welcoming front office.
- Communicate professionally with students, instructors, vendors, and community partners.
- Assist with special projects and other administrative duties as assigned.

Qualifications

- High school diploma or equivalent required; additional education or administrative experience preferred.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and/or Google Workspace.
- Ability to multitask, prioritize responsibilities, and meet deadlines.
- Professional, friendly, and customer-service-oriented attitude.
- Ability to work independently and collaboratively as part of a team.
- Experience with bookkeeping, QuickBooks, or office management is a plus.

Ideal Candidate

The ideal candidate is someone who enjoys helping others, takes initiative, stays organized in a busy environment, and is comfortable balancing multiple responsibilities throughout the day. A positive attitude, willingness to learn, and commitment to supporting Peaslee Tech's mission are essential.

How to Apply

Interested candidates may submit a resume or questions to:

Kiah O'Quinn

Email: kiah.oquinn@peasleetech.org

Phone: [785-856-1801](tel:785-856-1801)