

Administrative Assistant – Professional Development

Are you ready to make an impact and play a pivotal role in advancing professional development at PPAI? We're seeking a dynamic individual to join our team as a Professional Development Administrative Assistant. If you're passionate about facilitating learning opportunities, providing exceptional customer service, and ensuring seamless coordination of events, then this is the perfect opportunity for you.

Responsibilities:

- Customer Service Superstar: Join our team of rockstar communicators! You'll dazzle both internal and external stakeholders with your fast responses, tackling inquiries about our professional development programs with style and grace.
- Certification Champion: Coordinate our certification recognition process, ensuring every program designee feels like a VIP with their personalized items and materials.
- Event Extraordinaire: Get ready to dazzle as you prepare and organize onsite event materials.
- Feedback Facilitator: As our feedback guru, you'll craft evaluations for PD events, using feedback to shape the future of our programs.
- Webinar Wizard: As the webinar administrator, you'll ensure our Learning Management System (LMS) runs like a well-oiled machine.
- Award Architect: You'll assist in logging and organizing award entries, supporting our Awards and Recognition Coordinator in celebrating excellence.
- Flexibility Fanatic: Embrace the unexpected and dive into the unknown! As our go-to team player, you'll tackle additional duties with, showcasing your flexibility and dedication to the success of our projects.

Qualifications:

- High School Diploma required; College education preferred.
- You've already conquered the world of customer service and administrative support.
- Proficiency in Microsoft Word, PowerPoint, Excel, Teams, and Access.
- Strong communication skills with the ability to provide clear instructions and communicate effectively.

Ready to embark on this exciting journey? Apply now!