

Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Administrative Assistant	Position Type:	Full Time
Location:	Institutional Development	Date Closing:	Until Filled
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume 4. All College Transcripts 5. (3) Letters of Reference 	

Job Description

Job Purpose:

Responsible for answering telephone & greeting the public.

Duties:

- Answers and screens Departments phone calls and arranges conference calls.
- Greets visitors and conducts to appropriate area or person.
- Routes incoming mail.
- Composes and types routine correspondence.
- Organizes and maintains file system, and files correspondence and other records.
- Maintain and submit invoices for proper signatures
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Orders and maintains supplies and arranges for equipment maintenance.
- Other duties as assigned.

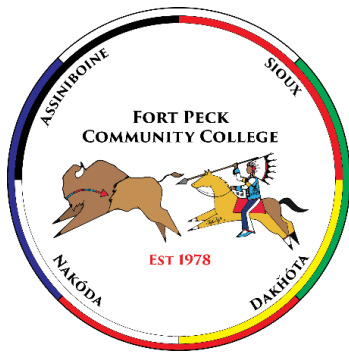
Skills/Qualifications:

- Must have great phone etiquette.
- Ability to write routine reports and correspondence.
- Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness.
- Ability to speak effectively before customers or employees.

Educational Qualifications:

- Minimum of Associated Degree
- Knowledge of Microsoft Office Suite

Non-Discrimination Notice



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The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Craig Smith, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
csmith@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocrca.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~