



Position: Office Assistant Job Description

Reports To: Director of Operations

Employment Type: Full Time Working Hours

- Monday - Thursday, 7:45 AM to 3:30PM
- Friday, 7:45 AM – 12:30 PM

About Us: Berean Christian Academy is a classical Christian school dedicated to providing a high-quality, biblically-based education to students in a nurturing environment. Located in Katy, TX, we strive to foster academic excellence and spiritual growth, cultivating a love for learning and a commitment to Christian values.

Position Overview: We are seeking a motivated and detail-oriented Office Assistant to join our team. This role is integral to ensuring smooth daily operations and supporting various administrative functions within the school. The ideal candidate will be organized, proactive, and able to handle multiple tasks efficiently while maintaining a positive and professional demeanor.

Key Responsibilities:

- **Lunch Duties:**
 - Assist with the setup and distribution of lunch orders.
 - Monitor lunch areas to ensure a clean and organized environment.
 - Support students and staff with any lunch-related needs or issues.
- **Administrative Support:**
 - Perform general office tasks including answering phones, greeting visitors, and handling correspondence.
 - Manage and maintain office supplies and equipment.
 - Assist with copying, scanning, and filing documents.
 - Help prepare materials for meetings, events, and classroom activities.
- **Additional Duties:**
 - Provide support for special projects and events as needed.
 - Maintain confidentiality and handle sensitive information with discretion.
 - Collaborate with other staff members to ensure the smooth operation of the school.

Qualifications:

- High school diploma or equivalent.
- Previous office or administrative experience is preferred.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.

- Proficient in Google Workspace (Docs, Sheets, etc.).
- Ability to work effectively both independently and as part of a team.
- Flexibility and the ability to remain composed when confronted with competing demands.
- Must be comfortable and amiable in interacting with many people throughout the day.
- Must have a track record of reliability, accuracy, discretion, initiative, and attention to detail.
- A commitment to upholding the values and mission of Berean Christian Academy.

Working Conditions:

- Full-time position.
- Movement involves stooping, kneeling, bending, crouching, crawling, twisting, and reaching, carrying and substantial standing and walking and sitting.
- Friendly and supportive work environment.