



Senior Administrative Assistant – Operations

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Senior Administrative Assistant** will provide administrative support and office management for the Operations Superintendents (Building Maintenance and Landscape). This position will provide a 50/50 split level of support for the facilities and landscape/grounds superintendents

Responsibilities include, but are not limited to:

- Provide high-level administrative support to the Operations Superintendents.
- Function as back-up Customer Service/Work Order dispatcher as needed.
- Serve as front-line telephone and office receptionist.
- Greet and assist internal and external customers, and refer to appropriate personnel as deemed necessary.
- Schedule Superintendent appointments/activities and maintain calendar. Collect materials/background information and prepare the Superintendents in advance for meetings and appointments.
- Prepare and enter purchase requisitions (including Blanket orders) for services and contractors for the Building Services department.
- Maintain working knowledge of the Operations Services Guide and/or services provided by the various departments within the Operations area.
- Develop and submit work orders to the Customer Service department in support of the Operations activity as requested.
- Maintain an accessible, organized and effective filing systems for all Superintendents.
- Open, review, edit, and determine disposition of incoming correspondence. Prepare draft correspondence as appropriate.
- Maintain confidential employee files.
- Track employee status (employee requisitions, new hires, pay changes, terminations, attendance, time cards, overtime, overtime equalization, license stipends, paid time off, sick leaves and utilization), and prepare appropriate paperwork as necessary.
- Coordinate travel arrangements for all Operations staff to include conference or seminar registration, airfare reservations, ground transportation reservation services, hotel reservations, preparation of itinerary and submission of travel reports in accordance to established policies and procedures.
- Coordinate and track required training (i.e., asbestos, bloodborne pathogen, boom truck, lift etc.) for staff.
- Track licenses for skilled trades and other employees including when stipends should start and stop based on eligibility.

- Develop and maintain a desk manual incorporating documentation of all tasks involved in the essential duties of the position.
- Maintain attendance, punctuality and performance standards set forth in Cranbrook's employee handbook.
- Schedule and coordinate all interviews for the facilities and grounds departments
- Schedule and coordinate various vendors and contractors for annual and scheduled work on campus
- Annual increase for union employees
- Work with Contractor Clothing on uniforms for the union per contract
- Generate yearly leases for current community
- Generate welcome letters for new residents along with creating packets
- Check with appropriate dept head on if keys have been turned in once unit becomes vacant
- Other duties as assigned

KNOWLEDGE AND EXPERIENCE

- A minimum of five years experience providing high level administrative support required.
- High School Diploma or GED required, an Associate's degree in business administration preferred.
- Strong computer skills in Microsoft Word, Excel and PowerPoint required in order to create complex spreadsheets and presentations as the need arises.
- Ability to prioritize and organize multiple tasks, and excellent verbal and written communication skills required.
- Individual must possess working knowledge of all phases of the Administrative Services Operations.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at www.cranbrook.edu/employment **(Please note that a fully completed employment application is required for consideration)**