
ADMINISTRATIVE ASSISTANT: ERIE, PA CAMPUS

EMPLOYER INFORMATION AND HISTORY:

• The Institute of Medical and Business Careers (IMBC) is a nationally accredited post-secondary career school and has Full access to Title IV loans and grants (Financial Aid). IMBC has been in the career training industry for over 30 years. The key management of the school has over 120 years of collective experience in the post- secondary education market place. IMBC loves to train and offer to its' students a new future with training for a bright career. The school offers both diploma and associate degree career training programs in many different career training fields. The school is a fast growing company with many opportunities for upward career growth. Visit our website at imbc.edu.

Job Description

ADMINISTRATIVE ASSISTANT OPPORTUNITY:

The Institute of Medical and Business Careers currently has an employment opening for a Veterinary Technician Instructor at our campus located in Erie, Pennsylvania.

Currently the school is searching for a high energy and very personable Administrative Assistant. This individual will be responsible for working in a multi-tasking environment. Answering phones (sometimes very active and busy function), being the point of “first contact” for all visitors and customers to the campus, computer skills, data entry, smiling, team player attitude, positive outlook and very high energy. You will work closely with all departments within the school including Financial Aid and Admissions. You must have great phone skills with bundles of energy. You need to be comfortable working with people from diverse educational backgrounds. This can be a part time opportunity as well. You also need to enjoy and be motivated by helping others realize the benefits of an education and improving the quality of their lives.

- * Be enthusiastic
- * Have an optimistic and *high energy* personality while working a front desk environment.
- * Be detailed oriented.
- * Willing to “wear multiple hats” throughout the day. Be a helper to all team members, when needed.
- * Positive interpersonal skills.
- * Ability to function well as a member of a team
- * Computer skills in Microsoft office products, Publisher, data entry, internet and emailing.

We are looking for an "awesome", excited, high energy person with a great passion to assist and help our graduates and students change their lives, through a great education experience. Please visit our company website at imbc.edu for more information on the school.

ADMINISTRATIVE ASSISTANT BENEFITS:

- GREAT CAREER OPPORTUNITY
- 40 HOURS PER WEEK
- 5 DAY WORK WEEK
- HEALTH BENEFITS OFFERED
- 401K Matching PLAN OFFERED
- Paid Time Off, if eligible
- Holiday Pay, if eligible