



# ADMINISTRATIVE ASSISTANT

**Department:** Administration

**Full/PT Time:** 15 – 30 Hours

**Supervisor:** General Manager

**Location:** Essex County

## SUMMARY:

The New Jersey Spartans' Administrative Intern is required to conduct daily office duties for the organization and assist in all departments as assigned and/or needed.

## ESSENTIAL FUNCTIONS:

- General Administrative duties: Answer Phones, File, Type Documents, Sort incoming mail, etc.
- Offer outstanding customer service to anyone inquiring about the organization.
- Maintain Player Database (Attendance, Participation, etc.)
- Ensure all organization members receive important notices (Statements, Memos, etc.)
- Responsible for mailing invoices, tickets, promotions, and any other necessary correspondence, etc.
- Event Assistance – It is mandatory that Interns be available to help with any events occurring during the Internship (i.e. games, concerts and other special events hosted by the Spartans)
- Sustain a positive and winning mentality on and off the field
- Instill motivation and a passion for the NJ Spartans at all times
- Perform any other duties as assigned by the General Manager.

## EXPECTATIONS:

- Abide by the Rules & Regulations established by the New Jersey Spartans Organization.
- Project a professional image in all interactions with customers and fellow Spartan Associates.
- Arrive on time and perform your duties based upon your scheduled hours.
- Represent the New Jersey Spartans and the football program with pride and respect at all times.

## QUALIFICATIONS & SKILLS:

- Attention to details and excellent organizational skills.
- Ability to be work under pressure in a fast paced environment.
- Typing
- Microsoft Office
- Written and Verbal Communication Skills

## EDUCATION | EXPERIENCE REQUIREMENTS:

- High School Diploma
- Some College

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