



TechTown is a technology and entrepreneurial learning center offering year-round, after-school programs, and summer camps. We are dedicated to inspiring the next generation of innovators—our youth. Providing STEAM exposure to Robotics, Circuitry, 3D design software development (coding), and Film for young innovators. Our employees enjoy a supportive work environment, opportunities for development and a real opportunity to make a difference.

Office Administrator, Chattanooga, TN

Full time

Compensation: Pay is relative with experience.

In collaboration with team mates, the office administrator is a key part of helping our team run effectively and smoothly. Maintain data collection and assist with office support for program directors and staff.

Key Responsibilities:

- Greet visitors to TechTown in professional and friendly manner .
- Manage multi line phone.
- Assist with general every day functions.
- Manage emails and forwarding of to appropriate personal.
- Proficient in Excel and Microsoft office 360.
- Record all Data from surveys/email captures in Excel.
- Maintain spreadsheets with organization and efficiency.
- WooCommerce - Collect and record data and assist website management.
- Manage the MailChimp Service – Email Collection, News Letters, Promo, etc.
- Manage Survey Monkey System – Collect and Record data.
- Creative Making Marketing Emails.
- Collect and Submit supply needs for office and instructors.

Desired Skills:

- Technical knowledge of Microsoft Office Suite package
- Professional and Friendly outgoing personality for customer service
- Strong communication and phone skills
- Ability to create reports
- Ability to multi task in a fast pace environment

- Strong Organization Skills and Cleanliness
- Data entry (40 wpm minimum)
- Be a team player
- Detail oriented self starter
- Ability to learn new technology and adapt to changes

Successful Candidates Possess:

- An outgoing and cheerful attitude
- Willingness to work with team to meet goals
- Works well with children (ages 7-18)
- Strong organization skills
- Proficient in Microsoft Office, specifically Excel and Word
- Flexible and a Fast Learner
- Honest and Reliable attributes.

Education:

- Associate

Location:

- Chattanooga, TN

HOW TO APPLY:

Interested and qualified applicants should submit their resume and cover letter to contact@gotechtown.org.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to criminal records background check.

EEO Statement: TechTown is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law. We are dedicated to providing a working environment free from discrimination and harassment, and where all employees are treated with respect and dignity.