



National League for Nursing Accrediting Commission, Inc.

3343 Peachtree Road NE, Suite 500 • Atlanta, GA 30326
P. 404.975.5000 • F. 404.975.5020 • www.nlnac.org

OPERATIONS ASSISTANT

Position:	Operations Assistant		
Reports to:	Executive Director		
Opening Date:	January 11, 2010	Status:	Non-Exempt
Opening Serial# :	2009-03-003A	Terms:	Full-time
Closing Date:	January 31, 2010	Location:	Atlanta, GA 30326

POSITION SUMMARY

The Operations Assistant is a member of the staff of the National League for Nursing Accrediting Commission (NLNAC) appointed by the Executive Director, sharing with other Administrative Assistants and staff the work involved with the Commission's evaluative processes. The Operations Assistant provides primary oversight in systems services support. The Operations Assistant serves in a supportive role in the accreditation processes, systems, and operations to include but not limited to processing report, communications, meetings, forums, and data management.

RESPONSIBILITIES

- Answering all calls to the NLNAC offices, directing callers, and responding to general information inquiries
- Preparing correspondence, reports, and publication materials as assigned
- Database entry and maintenance related to office operations
- Organization and maintenance of files
- Ordering of supplies and maintenance of supply inventory
- Handling and processing of mail and packages received in and sent from NLNAC offices
- Participating and assisting in cross-training techniques
- Other duties and responsibilities as assigned

QUALIFICATIONS

All of the following are required and considered critical elements to be considered for the position (as noted):

- Baccalaureate degree preferred; Associate degree required
- Substantial administrative experience
- Excellent organizational abilities
- Excellent written and oral communication skills
- Ability to perform in team oriented environments
- Computer experience is mandatory; proficient in Microsoft Office Suite
- Professionalism, loyalty, dependability, and ability to maintain confidentiality

COMPANY OVERVIEW

The National League for Nursing Accrediting Commission (NLNAC) supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Please check the NLNAC website at www.nlnac.org.

NLNAC is an equal opportunity employer.