



Northeast Regional Education Cooperative
Dr. James Abreu, Director

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Job Description

Position Title: Administrative Assistant/Purchasing Officer

Reports To: NEREC Executive Director

Type of Position: 1099 Contract

- Demonstrates evidence of ability to accomplish basic administrative/secretarial responsibilities (answers telephone professionally and politely, relays messages, picks up/sorts mail, works with word processing/spreadsheets/database software, maintains files, runs copies, etc).
- Coordinates office meetings, trainings and schedules to ensure smooth office operations.
- Sets up/verifies completion of work orders for staff/computers/door key cards/phones
- Performs other reasonable assignments as directed by Executive Director and other staff members.
- Take and transcribe minutes of council meetings
- Coordinate and work closely with Business Managers from participating school districts on the management of their individual budgets, NEREC budget, POs, vouchers, amendments, etc.
- Reconciles Bank Statement Monthly
- Provides support for annual audits - Complies with federal, state and company policies, procedures and regulations.
- Follows up on account statements and other discrepancies regarding payment
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Coordinates various office support services, including purchasing, payment disbursement, expenditures verification, and facilities management as directed by Business Manager
- Other reasonable assignments as directed by the Director.

**Serving: Las Vegas City, Mora Independent, Pecos Independent, Santa Rosa Consolidated,
West Las Vegas Public, and Wagon Mound Public Schools**
Office is located on NMHU Campus, 306 TEC Building, Las Vegas, NM