

Administrative Assistant

Food Science and Technology Department

Escuela Agrícola Panamericana – Zamorano

www.zamorano.edu

Roles and responsibilities

- Manage the department calendar, including official appointments, calls, and correspondence.
- Coordinate meetings and provide support for events based on approved guidelines and needs.
- Oversee the scheduling and setup of conference rooms, including checking equipment availability and functionality.
- Draft, print, and send letters, memos, internal messages (via Zamored), reports, meeting minutes, and other documents as needed.
- Manage the department's projector and laptop usage.
- Keep digital department records up to date through the internal document system.
- Enter grades into the SIADES system, send hard copies to the registrar, and maintain stamped copies for records.
- Coordinate plant visits in line with institutional policies.
- Track and manage printing and copying expenses within the department.
- Help plan and organize field trips and academic activities for students.
- Post announcements and department news on bulletin boards and social media.
- Manage the department's library, including checking in/out books, theses, journals, and CDs.
- Assist faculty, instructors, and students with departmental and academic tasks.
- Ensure the academic portal is regularly updated.
- Provide support for virtual and remote communications.
- Activate course evaluations and hands-on learning assessments as scheduled and compile related reports.
- Create a quarterly departmental newsletter and ensure its distribution.
- Develop the department's internship magazine.
- Help review PEGS format requirements.
- Support students in submitting PEGS projects to the library.

Qualifications

- Bachelor's degree in Accounting, Business Administration, or a related field.
- Minimum of two (2) years of relevant experience.

Required Skills and Knowledge

- Proficiency in Microsoft Office Suite and general computer use.
- Confident navigating the internet and using office equipment.
- Advanced English: able to understand and interpret complex written material and express ideas clearly without much effort.

Core Competencies

- Commitment
- Quality focus
- Innovation
- Integrity
- Service orientation
- Emotional intelligence

- Planning and organization
- Proactiveness
- Strong communication skills
- Teamwork

How to apply

Please send a cover letter, updated resume, and contact information (including phone number and email) for at least three (3) professional references. Submit your application in Word or PDF format to the Human Resources Office at: talentohumano@zamorano.edu

Reference: **Administrative Assistant**

Deadline to apply: **May 25, 2025**

Non-discrimination policy

Zamorano does not discriminate based on ethnicity, race, religion, gender, or nationality in its admissions, educational policies, financial aid programs, extracurricular activities, employment, or any other aspect of its operations.