



**Position Description: Administrative Assistant
Based in Chester, PA (not a remote position)**

Are you looking to work for a small, growing company where you can make a difference within the organization and in the lives of millions of children? Are you interested in supporting educational products that help children to learn? AWE Learning's digital solutions for early learning provide users with an engaging and interactive educational experience that assists in school readiness, academic intervention, and enrichment.

AWE Learning is hiring an Administrative Assistant to support executive, sales, and marketing staff by performing a variety of administrative and clerical tasks, assisting in daily office needs, and managing the Company's general administrative activities.

The Administrative Assistant has prior experience in administration, preferably in an education publishing company, and will be responsible for providing administrative and project-related support to the team. This position is based in the AWE Learning HQ in Chester, PA, and reports to the President & Chief Executive Officer.

Duties & Responsibilities

- Provide general administrative support including but not limited to tradeshow arrangements, itineraries, correspondence, scheduling, invoicing, social media, etc.
- Serve as front office receptionist and telephone operator.
- Support sales, marketing and executive departments with bids, proposals, contracts, marketing collateral, trade shows and conferences, customer meetings, marketing campaigns, invoicing, as needed.
- Periodically take on ad hoc research projects at the request of the President & CEO, gathering needed information with precision and insight.

Qualifications

- 1-3 years previous experience supporting a senior level executive; sales and marketing preferred.
- Familiarity with educational print and/ or technology-based publishing preferred
- Bachelor's degree required (preferably in business, marketing, or communications)
- Excellent customer service orientation and exemplary communication skills – both verbally and written; ability to present information in a clear concise manner
- High degree of professionalism and a thorough understanding of confidentiality; strong work ethic
- Ability to prioritize and multi-task to meet deadlines in a fast-paced environment
- Excellent organizational and follow-through skills are essential
- Strong attention to detail
- Ability to work collaboratively as well as with a great deal of autonomy

- Strong computer skills including Microsoft Office (Word, Excel and Power Point), Outlook, and Zoho CRM
- Ability to work flexible hours as needed

About AWE Learning (AWE)

AWE Learning (AWE) is the leading provider of digital learning solutions for young children in public libraries across the United States. Our solutions are found in 49% of Public Libraries. AWE is based just south of Philadelphia in Chester, PA. We are located along the Delaware River waterfront in a historic, renovated electrical power plant that is now a full-service office building. Amenities include free secure parking, on-site cafeteria, and free gym access for all employees. Learn more at www.awelearning.com

Salary & Benefits

This is a full-time salaried position. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including paid vacation, medical benefits, and future growth opportunities within the company. To learn more about us, please visit our website at www.awelearning.com

If you are interested in applying for this position, please submit your resume or CV, cover letter, and salary requirements to sorgid@awelearning.com