



Administrative Assistant, Facilities

Bucknell University is hiring an Administrative Assistant to support of Facilities Department. This position performs administrative tasks to support the Facilities Department, including coordinating staff and student employment: hiring, onboarding and employee engagement. Triages and escalates incoming calls and work orders to address any campus concerns. Performs administrative tasks including responding to phones; email; walk-ins; scheduling department trainings/meetings; coordinating events; processing invoices; disseminating information in meetings; creating reports and developing newsletters.

**For full job description and to apply, visit
<https://apptrkr.com/5740138>**