



Administrative Support Specialist

Job Purpose

Under general supervision of the Senior Operations Manager in the Internal Operations Department, the Administrative Support Specialist serves as the mail services liaison and secondary receptionist in the Customer Services area for the Columbia Business Office of the South Carolina Education Lottery (SCEL). This position is at-will and is not covered by the South Carolina State Employee Grievance Procedure Act.

Job Functions and Responsibilities

- Performs daily functions of the mail room, including deliveries and pick-ups.
- Accepts and routes deliveries for all Columbia Business Office staff.
- Assists with the receptionist duties, to include answering the telephone, greeting visitors, issuing and tracking SCEL-issued guest badges and providing information in response to inquiries from the public, as required.
- Miscellaneous recordkeeping, as requested, including inventory asset management and organization.
- Assists and coordinates with facilities maintenance, as requested.
- Supports SCEL staff with special projects or programs.
- Any other duties as assigned.

Knowledge Skills and abilities

The Administrative Support Specialist must have the ability to (1) communicate effectively; (2) exhibit proficiency with basic computer software applications; (3) possess strong interpersonal and customer service skills; (4) follow directions and show attention to detail; and (5) establish and maintain effective working relationships.

Minimum Requirements

High School Diploma or equivalency, and 1-3 years of work experience. Must possess valid SC Driver's License. Must be able to lift 25+ pounds.