



Office Manager/Receptionist

The Office Manager/ Receptionist must be friendly and smiling, calm under pressure, able to multi-task at a front desk with phones, computer, intercoms, managing security doors. Flexibility is important as well as willingness to work as a part of a team.

Skills, Education and Abilities:

- Smiling, warm, friendly demeanor; able to greet parents and visitors and answer their questions
- High School Diploma or equivalent required
- Ability to work with a highly diverse population.
- Calm under pressure.
- Answer incoming phone calls. Maintain a pleasant, smiling, phone voice.
- Take and distribute phone messages;
- Excellent command of English language both spoken and written.
- Ability to work pleasantly and professionally with staff and to show empathy and understanding for young children and their parents.
- Highly organized and discrete. Filing of confidential and general paperwork.
- Must be computer literate and able to type; knowledge of Microsoft Outlook, Word, and, Excel is preferable
- Able to keep and disseminate the program schedule of events
- Must be discreetly able to screen visitors, use good judgment or ask if questionable
- Record all compliance documents for the program including but not limited to: fire drills, illness/accident forms
- Maintain daily attendance records
- Maintain extra-curricular class records'
- Inventory and ordering of office supplies
- Mailings (program emailing's and regular mail) as needed
- Create and Maintain lists as needed such as: Early & After Care, Camp and School Groups, etc.

Part Time