

Administrative Assistant

Company Description

Kid-Tastic is a growing program in early childhood education and we're looking to expand our team to support our mission and satisfy the emerging needs of families in our communities.

Our employment standards have been developed to support the overall success of this program. We firmly believe in the power of diversity and creativity, and have garnered a culture based around compassion, understanding and a love for helping families. Our employees are successful through gaining; quality education, meaningful experiences, financial stability and praise. We encourage employees to exemplify pride and accept a sense of ownership in their role and for this reason and many others, our team continues to excel as the company continues to grow.

Administrative Assistant

We are seeking a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling front office tasks, providing polite and professional assistance via phone and in person and schedule tours. Keen problem solving skills is a must, and generally be a helpful and positive presence in the workplace.

To be successful as an Administrative Assistant with us, candidates should be professional, polite, extremely fast and efficient while also being accurate. They should always be prepared and responsive, willing to tackle each challenge directly. This role requires mastery skills with computers, general office tasks, and excel at both verbal and written communication. Most importantly, they should have a genuine desire to meet the needs of others.

Responsibilities:

- Handle office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering office supplies
- Provide real-time scheduling support by booking appointments and preventing conflicts
- Screening phone calls and routing callers to the appropriate party
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research
- Greet and assist visitors
- Maintain polite and professional communication via phone, e-mail, and mail.
- Send and receive mail and deliver it to addresses
- Anticipate the needs of others in order to ensure a seamless and positive experience

Requirements:

- High School Diploma or higher
- 5+ years continuous experience
- Master skills with Microsoft office and iOS office applications
- Experience in Procare Software or similar management system
- Excellent computer skills, especially typing speed and communications
- Highly creative and exceptional attention to detail
- Bilingual or Multilingual preferred not required
- Desire to be proactive and create a positive experience for others
- Self-starter with strong initiative



JOB DESCRIPTION

Hourly: \$10-\$13/hr

Schedule: 6:00AM-3:00PM Monday thru Friday (35-40 hrs/wk)

Benefits include Medical, Dental, 401k and Annual Bonus

Additional: Short-term/long term absence, accident coverage and maternity leave