

Executive 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.

Executive Assistant

We are looking for an extremely qualified candidate to support two dynamic executives and manage vital tasks such as compiling and distributing reports as scheduled, research, organizing travel accommodations, event planning and coordination, and other organizational tasks.

The ideal candidate will possess a positive spirit and a deep understanding for this role as it pertains to others. This position requires a highly organized individual with a firm professional presence. Patience is appreciated, but this individual must understand and identify the company's core priorities and be able to rise to the occasion.

To do this role properly the candidate should be timely and able to meet hard deadlines. In addition, be extremely efficient at solving big problems. This position requires keen attention to detail, so this individual will need to have precise oral and written communication skills and be excellent at communicating verbally and effectively.

Solid experience as an executive or administrative assistant is required. Experience in marketing/web design is a bonus but not required. Bi-lingual candidates are encouraged to apply. This position reports directly to the CEO and CFO.

*Must meet all State of Wisconsin certification requirements:

- CPR and/or AED
- Pass both State & Federal Background checks

*Experience

- Years of experience: 5-10 yrs (verified)
- 3-5 professional references (verified)

**Responsibilities:

- Develop functional systems for keeping executives efficient
- Managing schedules and calendaring on a daily basis
- Maintaining critical office supplies and equipment, i.e postage
- Maintain and update files and forms for regulating agencies, business matters, vendors and accreditation
- Collect, distribute and send executives mail and packages

- Work with management to establish critical systems for supporting the overall team
- Research and prepare information required for projects, strategies and initiatives for executive review
- Prepare financial statements, reports, memos, invoices, various letters, and other important documents
- Screen calls and deliver adequate messages
- Compile information collected from research and create reports or presentations accordingly
- Handle minimal bookkeeping tasks, organizing documents for accounting and distributing financial reports
- File and retrieve company records, documents, and reports
- Help prepare for meetings including scheduling space, organizing agendas, and hosting guests
- Accurately record minutes from meetings
- Coordinate company events, meetings and trainings
- Communicate with team leaders on a daily basis to sustain program functionality
- Implement the initial hiring process for new hire candidates
- Audit files for children and staff
- Communicate with customers on an as needed basis
- Greet visitors and establish priority for meeting with executives
- Maintain full vendor and inventory lists
- Use various software, including word processing, spreadsheets, databases, and presentation software to accomplish tasks
- Supervise front-office team and oversee front-end operations
- Read and analyze incoming memos, submissions, and distribute them as needed
- Prepare and organize travel arrangements for executive business trips
- Perform office duties that include ordering supplies and managing inventory records
- Create original templates and forms
- Open, sort and distribute incoming faxes, emails, and other correspondences
- Collaborate with operations manager and staff supervisors on new hire training
- Provide general administrative support throughout the main office

Expectations:

- A showcase of exemplary customer courtesy and a team player, with solid focus and drive
- Provide a proactive approach to problem-solving with strong decision-making skills
- Ability to organize daily workloads by priorities
- Proven experience as an executive assistant or other relevant administrative support experience
- Can meet deadlines in a fast-paced quickly changing environment
- Must be a fast learner, able to take initiative and is a true self-starter
- Experience as a virtual phone assistant, virtual applications and virtual scheduling
- Occasional travel both locally and nationally
- Able to lift 20-30 lbs
- Be flexible and able to commit to sudden changes in scheduling
- Maintain professionalism and be pleasant to work with



JOB DESCRIPTION

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)

Additional Information: College Education in business (preferred; not mandatory), Bi-lingual (preferred; not mandatory). Previous child care experience in a program with 50+ children (preferred; not mandatory)

Salary: Negotiable

Schedule: 7:00AM-3:30PM Monday thru Friday (35-40 hrs/wk)

Benefits include: Medical, Dental, 401k, PTO/Vacation and Annual Bonus

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