

Job Announcement!!!



We are hiring an Office Assistant/Receptionist!

This position provides diversified reception, telephone, mail, hospitality office administration, and transportation duties to support the needs of the organization.

ESSENTIAL FUNCTIONS:

RECEPTION:

- Opens and closes the front office each day.
- Controls entry into facility utilizing buzz entry.
- Greets, registers, introduces, and directs visitors.
- Delivers messages, as needed.
- Directs parents in properly signing children in and out.
- Answers and directs incoming phone calls from ACH main line.
- Distributes mail to internal team daily.

TRANSPORTATION

- Takes attendance from classes and bus logs.
- Update attendance in the NEST.
- Announces bus arrivals.
- Sort and distributes bus notes to Manager of Transportation.
- Completes weekly LogistiCare transportation data entry.

ADMIN/CLERICAL

- Completes purchase orders and orders supplies,
- Processes purchases with Center credit card.
- Completes remote deposit slips,
- Assists staff with copier set-up and use.
- Maintains the visual dot chart that document occupancy of staff.
- Responsible for assisting the Safety Manager with accountability of persons outside of the building during a fire drill and evacuation.
- Supports Executive Team with various administrative tasks as needed.
- Travels to outside locations to purchase supplies and pick up catering.
- Assists with ordering outside catering for meetings.
- Takes photos for Staff ID badges and children served.
- Maintains master contact list for child pick-up.
- Delivers mail to the Post Office.
- Performs special projects and other duties, as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual (Spanish speaking), preferred.
- Excellent computer skills including Microsoft Office, with Excel proficiency.
- Office Equipment/IT Experience, including handling problems that arise is desirable.
- Prefer knowledge of LogistiCare and/or have prior transportation or logistics experience.
- Ability to constantly communicate with parents, visitors, and staff.
- Must be able to exchange accurate information.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent
- 1-2 years administrative and clerical experience.
- Previous experience in customer service and interfacing with the public.

SCHEDULE: Monday - Friday 8 am to 4:30 pm, with a 30-minute lunch break.

SALARY: - \$30,000-\$33,000 annually. Full benefits.