

Administrative Assistant

Child Care Council has an administrative staff opening for our Main Office in Rochester. Please submit resumes by email to m.rose@childcarecouncil.com no later than Friday July 28, 2017.

Job Requirements Include:

- Excellent oral communication skills and customer service experience
- Ability to work on a computer using a minimum of Microsoft Word and Excel programs, including features such as mail merges
- Flexibility and ability to move quickly from one responsibility to another as needed
- Clean driving record and daily access to a reliable licensed and insured vehicle
- Comfortable serving people from a variety of cultures, ethnicities, economic backgrounds, and life styles.
- Ability to follow directions, learn quickly, and deal with change in job responsibilities as needed
- Skill in Time Management and organization of space and materials
- Experience and comfort dealing with a multi line phone system
- Available to work 9am to 5pm
- Associate's Degree preferred

JOB SPECIFIC DETAILS

Serve as a member of the Administrative Services Department, working in an office setting offering technical assistance and support for class registrations, payment processing, banking and deposits, data entry, and generating rosters.

Responsibilities Include:

- Data entry for all class/training records in an online database
- Class registrations for child care providers
- Payment processing, daily deposits and banking
- Offering excellent customer service by phone or in person
- Assisting with general Administrative Service office support to all departments
- Creating sign-in sheets, rosters, and training certificates; generating transcripts as requested
- reviewing and entering course evaluations into the data system to maintain accurate, timely, and orderly records of all training provided by the council,
- Assisting with the review, processing and deposit of daily bank deposits,
- Cashing out register in the Resource and More Store if needed during a day when large amounts of cash are received,
- Back-up support to the receptionist for breaks and lunch as scheduled or requested; occasional early evening or weekend as back-up support for classes
- Support to the CEO in the preparation of Board Meeting materials and maintenance of the official Board Notebook,
- and all other responsibilities as necessary to support the administrative operations of the council offices.

Child Care Council is an equal opportunity employer.

Benefits include but are not limited to 90% individual health benefits, life insurance, long and short term disability insurance, 403b plan, Flexible Spending Account, free parking, free Keurig beverage service, 11 paid holidays, earned time off. Schedule is typically Monday through Friday 9 to 5 with an hour lunch. Starting pay is \$12 per hour.