

## Administrative Assistant/Receptionist

Child Care Council has an administrative staff opening.

Each of these positions has the following common job requirements.

- High School Diploma or GED
- Excellent oral communication skills and customer service experience
- Ability to work on a computer using a minimum of Microsoft Word and Excel programs
- 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
- Physical ability and strength to lift and move a minimum of 50 lbs
- Experience in dealing with people from a variety of cultures, ethnicities 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, and occasionally evenings 5:45pm-6:45pm
- Ability to converse in Spanish is a plus.

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, cafeteria plan, free parking, free Keurig beverage service, monthly and annual staff meetings,

### **INDIVIDUAL JOB SPECIFIC DETAILS**

Serve as the Child Care Council's first impression for individuals who come to our front door. This involves welcoming customers, assisting them to sign-in, providing them with their Visitor badges, assessing the customer's needs and locating the appropriate staff member to provide services for the customer.

Additional responsibilities for this time period include:

- Receiving, recording and or forwarding all phone calls from the overnight voicemail box
- Receiving, date stamping and distributing incoming mail to staff mailboxes
- Receiving and recording all check payments for submission to the finance department
- Answering and re-directing all incoming phone calls, forwarding calls to appropriate staff members
- Forwarding "all staff" intranet messages (email)
- Maintaining a neat and orderly reception area and all files contained therein
- Receiving and forwarding all emails or messages sent to the general council accounts
- Processing fingerprint waivers and pass along to the Registration Dept.