

Job posting

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.

Executive Administrative Assistant

The remaining 3 hours of the 7 hour work day will involve providing direct administrative support to the Council's CEO, CFO and the operations of the Finance Department. This support will involve but not be limited to:

- reviewing and entering course evaluations into the computer data system to maintain accurate, timely, and orderly records of all training provided by the council,
- printing certificates for classes,
- 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,
- providing support to the CEO in the preparation of Board Meeting materials and maintenance of the official Board Notebook,
- preparation of materials for annual notebooks distributed to board members,
- provide back-up to the administrative assistants in the branch offices,
- and all other responsibilities as necessary to support the administrative operations of the council offices.