

# BAPP Administrative Assistant

**The following job description shall serve as a guideline for this person's duties, although it may not be inclusive of all work pertaining to this position.**

## **QUALIFICATIONS:**

The Administrative Assistant must meet the following minimum requirements: 2-3 years of relative work experience, preferably in a school setting. In addition, excellent skills with Microsoft Office Suite and the ability to learn new software and processes.

## **REPORTS TO:**

Preschool Director

## **Responsibilities:**

The Administrative Assistant will handle matters of office organization, reception, and clerical work.. This person must be flexible, able to think independently, take direction from others, be accurate with a keen attention to detail, on time, demonstrate a team mentality, and able to handle multiple projects simultaneously. Additional requirements include and are not limited to:

- Assists management with any assignments on an as needed basis.
- Professional Attitude and Appearance.
- Must possess excellent customer service skills.
- Possess a working-knowledge of computer systems and navigating on a server to create, save, and pull up various documents.
- Oversee front desk including but not limited to phone calls, teacher assistance, copying, faxing, and scheduling
- Assist in coordinating substitute teacher schedule and teacher break schedules
- Assist with inventory of office and classroom supplies and order placements

## **ADMISSIONS EFFORTS:**

- Schedule prospective family tours
- Assist in preparing mailings
- Work with Communications Department to update all application information and printed materials relating to tours and admissions
- Assist in processing re-enrollment forms
- Serve as first point of contact at Preschool front desk
- Manage clerical work for the Preschool (Including but not limited to assembling of packets, preparation of reports, copying, faxing, data entry)
- Work closely with Communications Department with all Preschool promotions, printed materials and as needed
- Assist with office staff as needed including attending weekly admin. staff meeting

**PHYSICAL DEMANDS & WORKING CONDITIONS:**

- Must have the ability to lift and carry children aged 12 weeks to 6 years old as well as some equipment
- Must have ability to spend time sitting on the floor and working at a child's level.
- May come in contact with children who are ill and/or contagious.
- May need to assist in toileting and pediatric first aid.