

Kids Express Learning Center is seeking a friendly, high energy, responsible, candidate to serve as the primary point of contact for visitors to our campus. The person filling this position will also provide clerical, organizational and communications support for Kids Express Learning Center's administrative and teaching staff.

Sample Duties

Answer phone, provide customers with information, transfer calls to administration and classrooms
Greet campus visitors and provide information
Accept deliveries and transfer packages to offices and classrooms
Facilitate communication between administration and classrooms
Assist in maintenance of early childhood database
Distribute and post notices of meetings
Copying, collating and distributing print materials.
Assisting in coordinating phone, email messages and newsletters
Coordinate distribution of materials to classrooms
Provide clerical assistance to administrators

Skills and Abilities

Mastery of Microsoft Office Suite
Pleasant telephone voice and customer-service ability
Attention to detail and neatness in work projects
Pleasant personality and ability to work with colleagues and clients

Minimum Requirements

Experience in office setting/customer service
Excellent oral and written communication skills
Proficiency in Microsoft Office Suite and Internet Use
Proficient keyboard and penmanship skills
Oral/Written communication skills of a high level

Preferred Qualifications

Bachelor's or Associate's Degree
Web Design Experience
Bilingual in Spanish and English