Teaching Little Christians Preschool

Part time office assistant

|  |  |
| --- | --- |
| **JOB TITLE:** | Part time office assistant |
| **SUPERVISOR:** | Fedell Coyle |

Teaching Little Christians is a Christian preschool in Madison Heights, Virginia that serves the community by demonstrating Christian values to the students who are enrolled in our preschool.

|  |
| --- |
| **GENERAL JOB DESCRIPTION** |
| This position is part time (12 hours) per week. |
| **MAJOR DUTIES AND RESPONSIBILITES** |
| The office assistant would be responsible for keeping the office supplied and organized. This includes organizing and managing files, overseeing clerical tasks such as sorting and sending mail, answering phone calls, taking and delivering messages, typing memos, keeping up with office supply inventory. Skills needed: uses time management well, detail oriented, works well with others but with little supervision and efficient in data entry. This includes recording information such as student and payment information. |
| **MINOR DUTIES AND RESPONSIBILITIES** |
| Make sure the office and work area is neat and organized. |
| **QUALIFICATIONS FOR THE JOB** |
| *Education:*  Must have a high school diploma or equivalent, at least one year of experience in an office setting, preferably in an administrative or clerical role.  *Experience:*  Must have strong time management and organizational skills, exceptional written communication skills, including strong spelling, grammar and punctuation, proficient computer skills and must be able to operate general office equipment. |
| **KEY COMPETENCIES** |
| Computer and time management skills |