



The Gutman Early Learning Center, a well established NAEYC and Keystone Star 4 child care center, is seeking an energetic and upbeat Office Manager! Administered by Federation Early Learning Services (FELS), the Center serves over 100 children ages 6 weeks – 4 years providing high quality child care and early childhood education for families from diverse backgrounds. Programs are located throughout the Greater Philadelphia area and its surrounding suburbs. The agency promotes Jewish cultural identity and teaches traditions, rituals and values to families and children from infancy through school age. For more information visit http://www.felskids.org/loc_gutman.html

Responsibilities Include:

- ◆ Provide assistance in maintaining a quality child care program which reflects the philosophy of Federation Early Learning Services and adheres to the parameters of state and federal requirements
- ◆ Supervise Kitchen and Janitorial staff
- ◆ Create and maintains child and staff files
- ◆ Act as a liaison to the Parents' Association
- ◆ Answer and screen all incoming telephone calls, route calls to appropriate individuals, provide routine information and take messages as directed
- ◆ Greet and direct all visitors
- ◆ Ensure that all parents and visitors respond properly to the fire alarm (and fire drill procedures)
- ◆ Type and proofread a variety of work including memos and letters
- ◆ Provide early or late administrative coverage as needed
- ◆ Assist in planning and organizing special events
- ◆ Ensure that the office is maintained and kept organized at all times
- ◆ Maintain center calendar, update meetings and appointments

DESIRABLE QUALIFICATIONS:

- ◆ Associate's Degree
- ◆ Minimum of four years administrative assistant or related experience
- ◆ Highly proficient in Microsoft Office
- ◆ Excellent proofreading, grammatical, mathematical and verbal/written communication skills
- ◆ Excellent interpersonal skills; ability to communicate clearly, effectively and courteously with staff, parents and visitors
- ◆ Track record of successfully supervising others
- ◆ Ability to make good decisions and exercise good judgment
- ◆ Demonstrated ability to take initiative
- ◆ Ability to identify and respond to a crisis immediately
- ◆ Ability to prioritize and complete assignments with a minimum of supervision
- ◆ Ability to maintain confidentiality

We offer competitive pay and a comprehensive benefits package including medical, prescription drug and dental plans, life insurance, 403(b), paid vacation, sick leave and holidays, child care discount and more.

For immediate consideration forward your resume with cover letter and salary requirements to: hiringad@gmail.com. Resumes without salary requirements will not be considered. We are an Equal Opportunity Employer.