

# Administrative Assistant

## Responsibilities :

- Provide front desk coverage, manage telephones, answer questions, distribute mail, manage calendars and appointments for school and maintain school files
- Assisting managers with enrollment inquiries, marketing events and other administrative tasks
- Assist the manager in maintaining the daily operations of the school

## Requirements:

- 0-2 years of relevant experience
- Have a friendly demeanor and to work patiently with students, teachers, and parents
- Have energy, confidence, and enthusiasm
- Possess a strong work ethic

## Compensation and Benefits :

- Job Types: Full-time, Part-time
- Pay: \$40,000.00 - \$50,000.00 per year
- We offer health insurance, paid time off, and 401k for Full-Time teachers
- Possibility to work remotely