



“Where Each Child’s Well-Being Is Our Main Concern”

JOB DESCRIPTION – Administrator/Secretary – Bilingual preferred: English and Spanish

We are seeking an Administrator/Secretary to join our team! You will perform clerical and administrative functions to drive company success. Hours are flexible, some Saturdays.

Responsibilities:

- Draft correspondences and other formal documents.
- Plan and schedule appointments and events.
- Greet and assist onsite guests.
- Answer inbound telephone calls.
- Develop and implement organized filing systems.
- Perform all other office tasks.

Qualifications:

- Previous experience in office administration or other related fields.
- Ability to prioritize and multitask.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Strong organizational skills.

At Concern Mom Corporation you are responsible for keeping the office supplied and organized –

- This involves lots of small duties, like typing and taking notes during meetings, but overall responsibilities are essential.
- Overseeing clerical tasks, such as sorting and sending mail/email.
- Welcoming visitors to your office.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly.
- Scheduling meetings and sending meeting invites to attendees.

The more detailed tasks are:

- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files- Organizing and scanning documents, and (All essential mails).
- Assisting with Post-Employee’s Payroll (Keeping track of employee hours on spreadsheet).
- Assisting with employee screening and hiring.
Job Type: Full-time
Pay: \$18.00 - \$28.00 per hour
Schedule: 8-hour shift
- Willing to accept constructive criticism.

Ability to commute/relocate:

907 Chancellor Avenue; Irvington, New Jersey 07111.

Reliably commute or planning to relocate before starting work (Required).

Education:

- Bachelor’s degree (Preferred)
- Experience: At least 3 Years – Administration; Early Childhood; Lead Teacher; Communication; English major; Accounting; Mathematician.
- Experience using emails (with attachments), scanning, filing, Microsoft Office - Word, Excel, Google Drive - Google Docs, Sheets, Adobe, PDF, SingleOps.

PS.

Resume is needed as an attachment.

Administrator/Secretary Signature: _____

Date: _____