

Front Office Administrative Assistant

Politz Day School of Cherry Hill is looking for a Front Office Administrative Assistant. This position will have significant interaction with the administration, faculty and parents and must provide warm and welcoming support to all.

The administrative assistant is often the first point of contact between the school and all outsiders. As such, it is key that the administrative assistant understand the school's Mission Statement and act in a way that maintains the standards of the school.

Candidate must not only take initiative, but anticipate the administration's and faculty's needs in advance and meet them. The administrative assistant is to assist the school in running smoothly and professionally. The administrative assistant must not only stay on top of their own deadlines, but deadlines of faculty.

Hours: M – Th: 8:00AM – 4:15PM, F: 8:00AM – 3:15PM

Some responsibilities include but are not limited to:

- general office work
- management of calendar
- management of school database and other programs
- parent correspondences
- staff-wide communications
- maintain contact lists for all parents and students

Candidate must:

- have strong communication skills
- have strong interpersonal skills
- have excellent computer skills that include full working knowledge of Microsoft Office: word/outlook/excel/PowerPoint and Google Workspace
- be a self-starter with a high level of professionalism
- be extremely organized and detail-oriented
- have ability to effectively multi-task
- have a positive “can do” attitude
- be a problem solver
- recognize and set priorities
- strong technological skills a plus

Salary commensurate with experience

Please submit your resume with a cover letter to: khead@politz.org