



Office Manager Job Description

We are seeking an experienced and dedicated Office Manager to join our team. This position reports directly to the Director of Creative Moments and will focus on the operational and administrative needs of Creative Moments. The ideal candidate is a proactive multitasker who thrives in a team environment and has a minimum of two years of relevant experience.

Key Responsibilities

- Answer phone calls and take messages professionally.
- Greet visitors, answer the door, and address parent inquiries.
- Schedule and facilitate tours for prospective families.
- Substitute in classrooms as needed.
- Respond promptly to walkie-talkie requests.
- Perform weekly deposits and maintain accurate financial records.
- Help maintain and organize student files.
- Manage general office tasks and assignments delegated by the Director or Assistant Director.

Qualifications and Requirements

- Bachelor's degree.
- Minimum of 2 years of experience in a relevant role.
- Strong written and verbal communication skills.
- Excellent organizational and interpersonal skills.
- Proficient in Microsoft Outlook, Word, Excel, Canva, and Google Suite.
- Maintain confidentiality of employee and student information.
- Ability to lead or substitute in classrooms when necessary.
- Demonstrate a positive attitude and serve as a role model for children.
- Actively participate in monthly staff meetings.
- Support the mission and vision of both Creative Moments and New Ridge Fellowship



Attributes for Success

- Passion for working with children.
- Patience and a friendly demeanor.
- Reliability, flexibility, and problem-solving skills.

Compensation

- \$16.00 per hour.
- Part-time, 25 - 30 hours per week.