



PROMOTING LOVE & WISDOM CHILDCARE (PLWHCC)/PUSH ACADEMY is NAFCC Accredited, teaching focused early childhood learning center located in Ward 7 Washington, DC. *** NEW OPENINGS FOR *** **HIRING ADMINISTRATIVE ASSISTANT, TO START WORKING RIGHT AWAY! We have a Part-time/Full-time Openings Are Available!!!!**

- Must have a High School diploma or GED equivalent.
- Must provide a Child Protection Register.
- Must provide a Health Certificate.
- Must be proficient in English and Spanish.
- Must provide a Criminal Background
- Must complete Drug & Alcohol
- **Minimum Age:** 18+ years old

We are looking for mature and qualified Administrative Assistant with enthusiasm and experience. Immediate positions are available right now. Please gather your credential information and call us right away. We are currently seeking enthusiastic and caring individuals to join our fun and caring team of early childhood professionals. We are now reviewing applications and conducting interviews for qualified individuals for these positions.

Administrative Assistant

- PLWHCC LLC PUSH ACADEMY is a Washington-DC is an expanded childcare facility. We are currently seeking a qualified fast-paced administrative support professional to assist with daily operations. The position will focus on the following duties:
 - Assist Childcare Management with the day to day operations and tenant relations through the coordination of client requests and administration of maintenance services.
 - Answer and route phone calls from tenants and vendors to the appropriate contact
 - Provide tenants and vendors with assistance in all aspects of scheduling building maintenance
 - Provide support to the Educators and Managers by producing, modifying and /or distributing various forms, spreadsheets, manuals, information packages, and miscellaneous type-written information.
 - Process correspondence for parents, teachers and vendors for PLWHCC/ PUSH Academy.
 - Maintain and update insurance certificate files for all contractors performing work at the facility.
 - Assist with the scheduling of contractor work and coordinate with clients.
 - Contribute toward overall office operational needs by helping to provide phone coverage, ordering supplies.
 - Maintain and update as necessary all parents, children and staff contact information, after hour access
 - Handle miscellaneous assignments as requested by management
 - Assisted Director and supervisor management team as needed on special projects
 - Assist and administer enrollment & permission slips agreements
 - Manage vendors and prospective clients walk-ins
 - Assist Management Team with client relations as required

Education/Experience:

- Knowledge of Time Management, proficient, strong verbal and written communication skills
- Exceptional computer skills - MS Office
- 2-3 years administrative experience in a management office environment
- Knowledge Office Manager Office or HR management software a plus
- Excellent customer service
- Taking phone calls, and messages, sending emails
- Coordinating various calendars
- Prepping for large meetings and presentations
- Strong ability to work independently; Ability to research and problem solve
- Demonstrated knowledge of phone and email procedures and etiquette
- Ability to prioritize and meet deadlines.
- Strong attention to detail and ability to work in a fast-paced environment

Minimum Qualifications:

- A minimum of two years' experience in the Office Management field
- Background check and drug screen required

If you believe that you are the type of an Administrative Assistant that we are looking for, and you genuinely enjoy working with children, we strongly encourage you to apply. **PLEASE READ THE FOLLOWING FOR INFORMATION ON HOW TO APPLY FOR IMMEDIATE CONSIDERATION REQUIREMENTS:**

- Must have a strong Customer and Office Manager Skills and an excellent sense of professionalism.

We are proud to offer you:

* A great working environment!

* Dedicated and friendly Staff and Management

HOW TO APPLY:

1. Email your resume and brief cover letter to plwhcc612@yahoo.com
2. We will call you from 202-455-9081 Mrs. Fitch for a Zoom Call for an interview

WE APPRECIATE YOUR INTEREST IN OUR DAYCARE!

Therefore, we always make our best effort to take a moment to schedule an interview to those candidates who have taken the time to email their resumes. We value your time, and we appreciate you sending in your resume & cover letter.

Experienced candidates we will call you from (202) 455-9081 to schedule interview 45 minutes 1 hour after you have emailed your resume. Please say that you are calling in reference to the job openings. We will review resumes immediately as we receive them. We will call you to set up an interview. At the time of the interview, PLEASE BRING a copy of your Trainings & High school Diploma or GED and photocopies of any credentials you have, including certifications in CPR/First Aid. If you have these materials ready, and you are looking for a great place to work, right away then let's get started today!

Thank you!

Executive Director

PLWHCC/PUSH Academy - MRS. FITCH

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