

Administrative Assistant - Front Office

Ben Porat Yosef in Paramus NJ, is seeking a hard-working, creative, and intuitive full-time Administrative Assistant with strong organizational and communications skills. The primary role of this position is to be the “face” of the school and manage the front office, reception, supplies, office equipment, student attendance and transportation; liaison with parents, staff & students; and support the administration. The position will have varied duties and candidates must be able to multi-task, work independently & collaboratively with the administrative team, lay leadership, educational staff, parents & volunteers throughout the school year.

Primary responsibilities:

- Serve as the friendly, helpful “face” of the school on all reception duties including greeting visitors, phone calls, and email inquiries.
- Provide administrative support in the busy school front office (and camp during the summer) - student attendance/transportation, supplies, mail, copying, filing, data entry etc.
- Maintain and input student data into database
- Manage supply and maintenance of copiers and printers
- Coordinate school lunch program, parent teacher conferences, transcripts
- Administrative support for the school’s principals and directors
- Willingness to pitch in wherever needed

Qualifications: We are seeking candidates who are self-motivated, hard-working, team players with a flexible “can do” attitude and:

- Superior interpersonal skills.
- Superior computer skills (excel, word, google apps)
- Excellent organizational skills and attention to detail.
- Excellent communication skills, including clear writing and attentiveness to nuance.
- Excellent professional judgment and ability to maintain confidential information.
- Ability to problem-solve independently and efficiently manage multiple assignments.
- Strong capability to work well under pressure and in a fast-paced environment.

School year hours are M-Th 7:30 am-4:00 pm or 8:00/8:30 am - 5:00/5:30 pm and Fridays until 2:15 pm. Additional evening & weekend hours for event coverage if needed. Hours may be less during parts of the summer, depending on workload.

Benefits include:

health insurance, life insurance, Aflac, tuition discount, generous sick / personal / vacation time, summer hours, all chaggim and school breaks off

Kindly submit cover letter and resume at <http://benporatyosef.org/apply/>