



Administrative Services Admin Assistant (Temporary)

The Administrative Services Administrative Assistant provides excellent customer service to clients, potential clients, and staff while working as a team to complete clerical work orders, answering incoming calls by providing accurate information, and directing calls as needed while maintaining agency confidentiality.

THIS POSITION IS TEMPORARY FROM March - August

Qualifications and Requirements:

- **Bilingual in English and Spanish required**
- Previous experience in data entry to update EARL waiting list
- Able to proofread and spell accurately
- Able to organize and maintain records
- Ability to contact families via phone using prepared scripts, providing accurate detailed information
- Proficient in Microsoft Office, specifically Word, Excel, Power Point, Outlook, and Internet
- Ability to work effectively and efficiently
- Use a positive approach with a diversity of people
- Able to maintain confidentiality
- Work as a team to complete clerical work orders
- Answer incoming calls, provides accurate information and direct calls as needed
- Greet walk-in clients, give appropriate materials, and provide accurate information

Interested? Apple Here:

<http://www.kidango.org/Careers>