Job Posting: Administrative Assistant at Preschool

Position: Administrative Assistant

Location: Settle Memorial Preschool, Owensboro, KY 42302

About Us:

Settle Memorial Preschool offers a caring, creative, and educational atmosphere for young children. Our team is committed to fostering the growth and development of every child through engaging activities and a supportive community. We are looking for a detail-oriented and enthusiastic Administrative Assistant to join our team.

Responsibilities

- Manage front office operations including answering phones, greeting visitors, and managing correspondence.
- Maintain and organize student records and files.
- Assist with scheduling and coordinating school events and activities.
- Support the preschool director and teaching staff with administrative tasks.
- Handle billing and invoicing for tuition payments.
- Assist with enrollment processes and parent communications.
- Order and manage office supplies and equipment.
- Ensure compliance with preschool policies and state regulations.

Qualifications

- Previous experience in an administrative role, preferably in an educational setting.
- Excellent organizational and multitasking skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and other office management software.
- Friendly and professional demeanor.
- Ability to work independently and as part of a team.
- Knowledge of preschool operations and child development is a plus.

How to Apply:

Please submit your resume and a cover letter to preschooldirector.settleumc@gmail.com. We look forward to hearing from you and exploring the possibility of having you join our dedicated team at Settle Memorial Preschool.