



## **ADMINISTRATIVE ASSISTANT**

We are a value-driven organization, committed to teamwork, collaboration, accountability, excellence, integrity and respect. We believe in outstanding customer service and continued process improvement. We are seeking a dedicated individual who displays our shared passion for children and families, values and work ethic.

**Salary Range:** \$12 per hour

At Early Connections, we recognize the importance of providing supports for our families and staff in order to maintain the high quality programs we have worked so hard to achieve. As an Administrative Assistant with Early Connections, your days will include working directly with children and families, performing general office duties and maintaining accurate records. You'll assist the entire center in building relationships with families by providing excellent customer service.

**Qualifications:** Two years' experience working in a business office Education: High school diploma required. Preference will be given to applicants with two year degree in business education.

### **Additional Benefits:**

- Employee Medical Insurance covered 75% by employer
- Employer paid Life Insurance
- HRA \$300 yearly allowance (must be enrolled in medical plan)
- Dental, Vision, Short Term Disability and 401(k) available
- Child care discount for children ages 3+
- Growth opportunities
- Generous time off
- 11 paid holidays
- Free parking