

The Bronx Manhattan SDA School

is seeking a part-time

Office Assistant

\$15 an hour

Job Description

- Serve as liaison between parents and the school administration
- In charge of coordinating the student registration process
- Maintain filing system
- Assist in the Financial Aid and Scholarship process
- Create and manage spreadsheets and schedules to assist in tracking and analyzing students data/information
- Coordinate facility rentals
- Other duties as assigned
- Collect and posts customer payments by recording cash, checks, and credit card transactions in QuickBooks
- Reconcile daily cash activity report
- ***Maintain confidentiality of materials and information***

Minimum Qualifications include:

- Bilingual – Spanish and English a must
- High School with one or two years' experience or Associate (preferred)
- Must possess strong customer service, communication (verbal and written) skills
- Proficient in MS Office (Excel and Word in particular)
- Analytical thinking, planning, organizing skills
- Problem solver
- Ability to multi-task and rearrange priorities, perform under pressure
- Christian disposition to learn and serve

Interested applicants, please send resume and cover letter to:

Principal Evelyn Chavez

✉ echavez22@msn.com

☎ 718-588-7598