

The First Baptist Church of Clarendon Child Development Center is in need of an experienced Office Administrator

The First Baptist Church of Clarendon Child Development is a ministry and mission of the Church at Clarendon. The FBCC CDC first opened its doors in 1969 to provide care and early learning for children of its congregants and its community. Since then the FBCC CDC has experienced steady growth and enjoys its hard earned and well deserved outstanding reputation. The FBCC CDC is committed to the highest possible quality care and active and participatory early learning that is developmentally appropriate in both practice and expectation, differentiated as well as brain-compatible. As the programming offered by the FBCC CDC continues to adapt and evolve it does inspired by Nature Based philosophies and practices related to Environmental Education.

The First Baptist Church of Clarendon Child Development Center is looking for an experienced Office Administrator who will with the utmost care, empathy, compassion and professionalism undertake responsibilities and tasks, ensuring the Executive Director, members of the Administrative team, faculty and staff have adequate support and assistance to work efficiently and effectively. The successful candidate must demonstrate strong emotional intelligence skills. The ideal candidate must possess proven organizational skills. The ideal candidate should also have a sense of intuition and be skilled at taking initiative. They must demonstrate the ability to prioritize numerous tasks and responsibilities. They must be able to engage and complete work well with little supervision. They must also demonstrate the capacity to accept and engage constructive and positive feedback and be willing to grow and develop personally and professionally. The ideal candidate must be self-motivated and trustworthy. The successful candidate must be committed to and be willing to actively contribute to the ministry, mission and vision of the FBCC CDC.

Responsibilities

- Coordinate office activities and operations to secure efficiency and compliance to with policies and procedures of the FBCC CDC.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Track stocks of office supplies and place orders when necessary
- Assist colleagues whenever necessary

Skills

- Proven experience as an office administrator, administrative assistant, office assistant or equivalent role
- Familiarity and proven computer skills
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- High school diploma; BSc/BA in office administration or relevant field is preferred