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Full-time Office Manager

The Three Cedars Waldorf School is seeking a dynamic and experienced Office Manager. This full-time position begins August 2014. The Office Manager reports to the Executive Director with whom s/he works in close collaboration. Responsible for the management of the school administration including daily office management, database, school calendar, student reports, campus facilities and safety, the Office Manager supervises the receptionists, caretaker, admissions coordinator, administrative assistant, and occasional office volunteers.

- **Qualifications:** Experience in office management including managing processes, staff supervision, developing standards, promoting process improvement, reporting skills. Impeccable personal appearance, warm manners, excellent written and verbal communication, ability to multi-task and work in an environment with distractions.
- **Compensation:** Salary based on credentials and years of experience including medical insurance, group dental insurance, group long-term and short-term disability insurance, tuition remission, up to 5% retirement match.

Ideal candidates show a solid track record, an interest in Waldorf Education, and a desire to contribute to an established school with strong leadership and faculty participation.

Founded in 1995, Three Cedars Waldorf School's wooded 5 acres campus is located in Bellevue WA, the 'eastside' of Seattle, which offers a wide variety of outdoor and wilderness recreational opportunities, in addition to a full array of civic and cultural events. Our school currently offers a K-8 program. A high school program is available at the Seattle Waldorf School in Seattle. Three Cedars Waldorf School operates within an innovative and effective governance and organizational structure which honors teachers' commitment to Anthroposophy and focus on the students' well-being, while being committed to sustainable growth and success as a dynamic learning institution.

To apply, please send to Geraldine Kline, Executive Director, Email – gkline@threecedarswaldorf.org

1. TCWS Application for Employment (this form is available via this link: <http://threecedarswaldorf.org/about-us-employment>)
2. Your resume
3. Names of three personal references