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Office Assistant

Three Cedars Waldorf School seeks a dynamic Office Assistant. This hourly position begins immediately. The Office Assistant works closely with the receptionist and reports to the Office Manager.

Qualifications & Skills - Experienced in providing excellent customer service, the office assistant knows how to prioritize in a busy school reception environment. Comfortable with outlook, word, excel, and data entry, s/he is able to handle multiple phone and in-person inquiries, and to tend to competing priorities. Experience in delivering First Aid to children age 3-14 is desirable. A warm, friendly, and enthusiastic demeanor is highly valued, as is the ability to remain poised around children and adults. Well organized and detail oriented, the Office Assistant is punctual and dependable.

Job responsibilities – The Office Assistant is responsible for responding to parents' and vendors' in-person or phone inquiries, tending to students' first aid needs, placing orders, and general office duties such as filing.

Schedule – Monday through Friday, 7:30 am – 3:30 pm (one hour paid lunch break) on school days only (about 170 school days in the school year). Week-ends, school holidays and vacations are not worked.

Compensation – this is a part-time, hourly position. Competitive hourly pay.

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

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.