



Job Announcement: Full-Time Administrative Assistant

The Montessori School of Beaverton (MSB) is a private school serving the Portland metro area. The school was established 45 years ago and is located in the northwest hills on a beautiful 6 acre campus. MSB is home to a thriving and vibrant community of dedicated staff and families invested in the education, development and nurturing of its 180 students, ages 3 - 12.

The Administrative Assistant is a key staff member within our front office team. They are the first point of contact with our community and an essential component to the smooth running of the school.

The Ideal candidate will possess the following:

- Excellent customer service skills
- Ability to interact with children, staff and parents in a dynamic work environment
- A positive, up-beat attitude and desire to be part of a team
- Strong work-ethic with the ability to discreetly handle confidential information
- Ability to multitask, take initiative and problem-solve while working within a framework
- Proficiency in MS Office within an Apple environment, database experience is a plus
- Able to manage a multi-line phone system
- Minimum 2 years work experience in a professional work environment

This position provides administrative support:

- Meet and greet all guests in person or via the phone with courtesy and compassion
- Responsible for safety and well-being of children during daily arrival and dismissal or in the case of illness
- Manage student records efficiently and with confidentiality
- Provide administrative support to all staff
- Coordinate school and staff events
- Closely follow the school calendar to anticipate the appropriate communication and preparation as needed
- Assist with processing accounts receivable and payable
- Purchase office and classroom supplies
- Other administrative tasks as assigned

General Information & Benefits Include:

- Hours are 8am – 4pm, Monday – Friday during the school year & work reduced hours during the summer
- Paid holidays, Winter and Spring Break vacations, paid time off
- Pay Range: \$17.94 - \$21.78 depending on experience
- Friendly and supportive work environment
- Medical, dental and vision benefits
- Retirement plan

To apply, email your resume and cover letter to employment@msb.org by 5pm, Friday, October 28th. No phone calls please.

MSB is committed to equal employment opportunity for all persons without regard to race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identity, military or veteran status, pregnancy, age or physical or mental disability, or any other basis prohibited by local, state or federal law. In addition, MSB is committed to improving employment opportunities for and utilization of people who may have been denied equal opportunity in society at large.

Montessori School of Beaverton, 11065 NW Crystal Creek Lane Portland, OR 97229