



30 YEARS of Excellence in Early Education

Bi-Lingual Administrative Assistant / Receptionist

About the Organization

North Bay Children's Center is driven by our mission and values to ensure that all children in Marin and Sonoma Counties have the same essential early start for future success. Since 1988, North Bay Children's Center programs have demonstrated success inspiring young minds and transforming the lives of thousands of children. We provide the highest quality of child care and early education to 600 children across 13 sites in Novato, Petaluma, Santa Rosa, Healdsburg, and Sonoma. Administrative offices are located in Novato, California. www.nbcc.net.

Reports To: Director of Finance

Status: Part Time (25 Hours per Week – Mon thru Friday 1:00pm to 6:00pm)

Position Overview

We are seeking an experienced bi-lingual administrative assistant to manage the front desk at our location in Novato, California.

Job Description: Responsibilities include, but are not limited to:

- Answer phones, make phone calls, greet clients, vendors, and the public, all in a professional manner
- Maintain electronic and paper files, including filing
- Process mail and deliveries, order office supplies
- Clerical duties including maintaining office equipment and records
- Additional responsibilities and duties as assigned
- Must be able to occasionally lift boxes of 20 lbs.

Required Job Qualifications:

- Bi-Lingual. Proficient in English and Spanish
- Minimum of 2+ years of administrative work experience in an office environment.
- Excellent written and verbal communication and computer skills, including Microsoft Office, Word and Excel
- Highly organized, detail-oriented, and ability to multi-task
- Excellent problem solving abilities
- Enjoyable to work with and comfortable in a small-office environment
- Positive, customer service attitude and desire to work independently, accept responsibility, learn and enhance skills

How To Apply:

- Please send your cover letter, resume and salary requirements to fromeohr@nbcc.net.
- In the Subject Line, please include: **Bi-Lingual Administrative Assistant / Receptionist**.
- Applicants without both a cover letter and resume will not be considered.
- Please do not call or send resumes directly to North Bay Children's Center.
- Unsolicited resumes of candidates from recruiters **will not** be accepted.

NORTH BAY CHILDREN'S CENTER

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