



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are currently seeking passionate and energetic **Administrative Assistant** for our Early Learning Center in **Denver, CO**. This position is regular **Full - Time** and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

POSITION SUMMARY

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Provide support to the office and Area Manager to support efficient office operations.

DUTIES & RESPONSIBILITIES

- Operate telephone system to answer, screen, or forward calls, provide information, take messages, and schedule appointments.
- Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities and events conducted at the establishment.
- Greet persons entering the establishment, determine nature and purpose of visit, and direct/escort them to specific destination.
- Transmit information or documents to customers, using computer, mail or fax machine.

- Receive and resolve complaints from customers or the public as appropriate.
- Perform administrative tasks, such as proofreading, transcribing handwritten information, or using office equipment to work with pay records, invoices, balance sheets, and other documents.
- File and maintain records as needed
- Provide and maintain information about the location, such as location of offices, phone extensions and emails.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Process and prepare memos, correspondence, travel vouchers, and other documents.
- Responsible for helping organize and maintain an efficient and effective office while presenting a professional, pleasant manner with visitors, parents and staff.
- Completes purchase requests and orders, travel requests and other related items.
- Monitors, orders, and tracks office supplies.
- Monitors functionality of office equipment and makes appropriate calls for service when needed.
- Records, transcribes and distributes meetings minutes for internal meetings and Policy Council meetings as required.
- Maintains files and other records for the office and area as required.
- Assists in marketing and community outreach tasks and functions, including but not limited to, assistance with child enrollment and recruitment processes (ERSEA).
- May be required to maintain the Area Manager's calendar by facilitating and planning meetings, conferences, phone conferences and travel.
- Availability at least one Saturday/month.
- Performs other related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS

High School Diploma or GED is required with a minimum of four (4) years of experience working in a lead office role and/or Executive Assistant OR an Associate's degree with a minimum of two years of experience working in an office environment.

SKILL REQUIREMENTS

- Intermediate knowledge of Microsoft Office (Excel, Word) and Google platforms.
- English proficiency (reading writing, speaking) is required.
- Bi-lingual (English and Spanish) required.
- Ability to understand and strictly adhere to the RMSER confidentiality policy.
- Ability to demonstrate good communication skills i.e.; read, write, spell, and understand written and oral communication.
- Ability to positively represent the RMSER brand with all internal and external customers.
- Ability to follow detailed schedules, programs, and policies.
- Ability to perform basic mathematical computations.
- Ability to calm others under stressful or confrontational conditions.

- Ability to maintain a professional and calm demeanor in an emergency and/or confrontational situation.

SCREENING REQUIREMENTS:

1. Pre-employment criminal records check is required prior to offer of employment.
2. Criminal Background and finger print clearance, which employees working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of RMSER.
 - a. If you have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI.
 - b. Staff whose background check is not in compliance with the regulations will be terminated.
3. RMSER will submit a request for review of the Central Registry of Child Protection within 10 days of employment.
4. Must adhere to Child Abuse Registry check and report child abuse/neglect according to agency procedures and the Colorado and Federal Codes related to child abuse registry.
5. Working knowledge of early childhood development including social/emotional development in early childhood and human services and supports and best practices.
6. Must obtain and submit current immunization document and an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position.
 - a. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment and every 3 years thereafter.
7. Must obtain and submit the results of a Tuberculosis Test (TB) within 30 days after the date of employment. (Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional).
8. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
9. Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to RMSER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk and hear.

This position may be required to drive extensively to various locations therefore they must be physically able to drive in both the city and mountain regions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

Pay Range: based on experience and credentials

Typical Schedule: 7:30 AM – 4:30 PM, Hours may vary; Availability at least one Saturday/month.

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSER is an Equal Opportunity Employer