

Front Desk Administrative Assistant

Salary: \$38,000.00 - \$48,000.00 per year

Job Types:

- Part-time: 2 positions
- Full-time: 1 position

Job Responsibilities:

- Answering phone calls, handling leave, and makeup class messages.
- Welcoming parents with patience and warmth, introducing courses, and addressing inquiries.
- Sending and receiving text messages and emails.
- Coordinating leave and makeup class arrangements.
- Reminding and notifying stakeholders of course deadlines.
- Assisting in scheduling course timetables.
- Managing student attendance records, including leave and makeup classes.
- Handling student registration and admission procedures.
- Maintaining effective communication with teachers, parents, and management.
- Assisting in maintaining school order and ensuring parental compliance with all regulations.
- Keeping the front desk clean and tidy.
- Designing and maintaining the display area.
- Overall cleaning and maintenance of classrooms.
- Cleaning and maintaining equipment and materials.
- Inventory management and replenishment of art supplies.
- Assisting in the maintenance and inventory of work equipment and environment.
- Aiding teachers in retrieving materials from the warehouse.
- Assisting teachers in handling unexpected student situations.
- Helping with documenting teaching situations through photography and recording.
- Handling the collection and return of student artworks.
- Assisting and supporting teachers in their classroom needs.

Job Requirements:

- High school diploma or above.

- Available to work on weekends, with 1-2 years of relevant experience in art education.
- Background in art knowledge is preferred.
- Good appearance, a sense of responsibility, and punctuality.
- Ability to remember the names of each student.
- Clear logical thinking.
- Enthusiastic and proactive attitude towards work.
- Proficient in both spoken Chinese and English, with effective communication skills.
- Outgoing personality enjoys interacting with people.
- Strong adaptability.
- Proficient in using Google Docs, Sheets, and Drive.
- Possession of a California driver's license.

Identity Category:

- Must have legal work status; assistance available for OPT or CPT applications.

Contact Us: (415)539-6396, or ccartsandcraftsstudio@gmail.com

誠徵：前台行政助理人員

薪資: **\$38,000.00 - \$48,000.00 per year**

職缺類型:

- 兼職/打工: 2位
- 全職: 1位

工作內容:

1. 接聽電話, 收發請假補課訊息
2. 耐心溫柔的接待家長, 介紹課程, 回覆問題
3. 發送和接收簡訊及電子郵件
4. 安排請假補課事宜
5. 提醒與通知課程期限
6. 課程表編排
7. 管理學生請假補課等出缺席紀錄表
8. 負責學生註冊及入學手續
9. 與老師和家長及負責人三方都能保持良好有效溝通
10. 協助維護學校秩序, 確保家長遵守我們所有規範
11. 前台乾淨清潔維護
12. 展示區佈置及清潔維護
13. 教室整體清潔維護
14. 設備器材清潔維護
15. 藝術材料清點維護補充
(工作設備環境維持與清點)
16. 協助老師去倉庫拿取材料
17. 協助老師處理學生突發狀況
18. 幫忙拍照錄影紀錄教學情況

19. 作品收放與交還
(協助與輔佐老師上課所需)

職位需求:

- 高中以上學歷
- 可接受週六日上班, 具備1-2年藝術教育相關工作經驗
- 有美術知識背景為佳
- 形象好
- 需具備責任感
- 需具備時間觀念
- 盡量記住每一位學生的姓名
- 邏輯清晰
- 需要工作熱忱積極
- 具備中文, 英語口語及回復信息能力者佳
- 個性開朗, 喜歡與人交流
- 適應性強
- 擅長Goole Doc, Sheet and Drvie
- 具備加州駕照

身份類別:

必須要有合法工作身份, 可幫忙申請 OPT or CPT

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