Office Manager

Status: Exempt, Full-Time  
Calendar: Calendar Year

Overall Objectives
 Coordinates and manages activities to ensure smooth operation of the main office; provides organizational assistance to support the success of the school.

Principal Roles & Responsibilities

Office Management

- Serves as first point of contact for visitors - ensures all health/safety protocols are followed, and provides timely and courteous customer service.
- Maintains an organized and inviting main office space.
- Purchases and manages office supplies, working closely with Business Manager to adhere to school budget.
- Manages mail and package receiving and distribution.
- Manages large copying and laminating jobs for teachers and staff.
- Supervises the maintenance and use of office equipment.

Communication

- Interacts regularly with staff, parents, and students in a positive, customer-centered approach.
- Manages and responds to incoming communication (via phone calls, faxes, radio, and emails).
- Serves as central command during student dismissal and manages all communications.
- Meets regularly with Executive Director, providing direct administrative support.
- Communicates regularly with the parent organization to keep abreast of all activities.
- Coordinates with administration to send out school announcements, email/text blasts.
- Brings issues promptly to the attention of Executive Director and/or pertinent staff.
- Actively participates in team and staff meetings, and reads all school communication.

Program Support

- Works with parent organization to facilitate larger school projects and activities.
- Coordinates and supports event set-ups with scheduling, signage, and staffing.
- Supports School Board including maintaining files of agendas, minutes, handouts, and approved Board policies.
- Supports marketing efforts including school tour registration, materials creation/printing, and communications as directed;
- Provides training to new families on accessing school’s information systems.
- Coordinates with administrators to prepare for each new school year.
- Performs other tasks as assigned.

Program Compliance

- Follows all school policies, procedures, and protocols.
- Maintains accurate records and proper documentation.
- Attends all required safety and health training.
Professional Conduct
- Must model and encourage all behavior outlined by the Board approved Professional Conduct Policy.
- Maintains a professional image.
- Maintains positive working relationships with school personnel, parent community, and vendors.
- Meets set objectives and goals; completes responsibilities in a timely and accurate manner.
- Demonstrates a commitment to the organization.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

Education and Experience
- Bachelor’s degree required; experience working in a school environment and/or as administrator preferred
- Bi-lingual in Mandarin Chinese and English preferred
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google applications)

Competencies
- Leadership and management skills
- Organized and attention to detail
- Ability to work autonomously and multi-task
- Problem solving, planning, and execution skills
- Reliability; willingness to go above and beyond when necessary to reach goals

Employment Requirements
Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary & Benefits
Competitive, performance-based increases; generous benefits package

Start Date
March 15, 2021

To apply
Send Cover Letter, Resume, and Application for Employment to HR@yinghuaacademy.org.

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