

Office Administrator (part-time)

House of Smiles – Moncks Corner, SC

Rapidly growing early learning center business is looking for a well-organized professional individual with experience in office administration support functions to join our management office staff located in Moncks Corner, SC. This is a newly created position and we're looking for the right candidate to join our dynamic team!

Essential Duties and Responsibilities:

- Answering phones
- Filing, copying, scanning and printing
- Sorting and distributing incoming mail. Sending outgoing mail
- Supporting center locations (ordering supplies, checks and deposit slips)
- Setting up online access to different programs and websites for several users
- Company banking when needed
- Managing customer complaint phone line, email account and tracking schedule
- Special projects as assigned

Education and Experience:

Minimum of 1 year of related work experience/ customer service experience

Special Skills/Requirements: Excellent organizational and communications skills, knowledge of MS Outlook, MS Word and MS Excel a must.

For consideration, send resume in MS Word format and hourly rate requirements today!
EOE

Job Type: Part-time

Required experience:

- Related Work experience/customer service: 1 year