

Front Desk Administrative Assistant

Salary: \$20 - \$30 per hour

Job Types:

- Part-time
- Full-time

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 the 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:

- Proficient in both spoken Chinese and English, with effective communication skills.

- 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.
- 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.

誠徵: 前台行政助理人員

薪資: \$20 - \$30 per hour

職缺類型:

- 兼職/打工
- 全職

工作內容:

- 接聽電話, 收發請假補課訊息
- 耐心溫柔的接待家長, 介紹課程, 回覆問題
- 發送和接收簡訊及電子郵件
- 安排請假補課事宜
- 提醒與通知課程期限
- 課程表編排
- 管理學生請假補課等出缺席紀錄表
- 負責學生註冊及入學手續
- 與老師和家長及負責人三方都能保持良好有效溝通
- 協助維護學校秩序, 確保家長遵守我們所有規範
- 前台乾淨清潔維護
- 展示區佈置及清潔維護
- 教室整體清潔維護
- 設備器材清潔維護
- 藝術材料清點維護補充
- 協助與輔佐老師上課所需
- 協助老師去倉庫拿取材料
- 協助老師處理學生突發狀況

- 幫忙拍照錄影紀錄教學情況
- 作品收放與交還

職位需求：

- 具備中文, 英語口語及回復信息能力者佳
- 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
- 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, 可以幫忙申請H1B