

Assistant Office Manager/Receptionist wanted for Edison State College Child Care Center. Full-time position Monday through Friday 8am - 4:30pm.

Requirements:

- *Knowledge of office procedures
- *Organized and detail oriented
- *Front line person-must have cheerful personality
- *Good communication skills
- *Able to multi-task
- *Computer skills a MUST
- *Able to work well with parents, students, and staff
- *Be a Team Player
- *Competitive wages and benefits
- *E-mail resume or application to marthak@ccswfl.org