



Office Assistant

The Seattle Area German American (SAGA) School is looking for an Office Assistant to help with the organization and running of the daily administrative operations of the school.

The ideal candidate will be able to multi-task in a fast-paced environment. The office assistant will undertake a variety of office support tasks, prioritizing items depending on the events of the day. The successful candidate will be comfortable working with a high degree of attention to detail and discretion.

This is an hourly position without paid benefits following the school year, with most school holidays and summers off.

Position Responsibilities:

- Perform duties related to “opening the school” every morning and “closing” school office in the afternoon
- Welcome families and guests as they visit the school office
- Answer phone calls and redirect or take messages as necessary
- Assist staff and students with a variety of administrative tasks
- Monitor children who are visiting the school office (preschool - elementary aged) with confidence
- Keep front desk tidy and office area presentable stocked with necessary materials (pens, paper)
- Provide support to teachers and other staff in the case of an emergency
- Receive letters, packages, etc. and distribute them
- Perform light bookkeeping tasks
- Update student files and records, as assigned
- Monitor office/general supplies and place orders when needed
- Create sign-in sheets for various programs and monitor registration status
- Monitor and update various social media profiles, upon request
- Light housekeeping of the school, including hallways and kitchen area
- Perform related duties, as assigned

Qualifications

- Fluent in English (oral and written); proficient in German (oral and written), preferred
- Minimum high school diploma required
- Background check required; Must be eligible to work in the US
- Familiarity with office machines (e.g. printers, phones, etc.)
- Good organizational and multitasking abilities
- Analytical abilities and aptitude in problem-solving
- Excellent communication and interpersonal skills when interacting with adults and students
- Ability to work independently with moderate amount of supervision
- Reliability and punctuality; maintain confidentiality
- CPR/First-Aid certified for children and adults
- Proficient in Microsoft Word, Excel, email communication, and cloud services (i.e. Google Drive)
- Positive work attitude at all times

Working Conditions:

- 35 hours per week (including 30 minute unpaid lunch); participate in monthly before school staff meetings
- Must have the flexibility to accommodate evening and/or weekend work, as required