



1601 N. Limekiln Pike
Dresher, PA 19025

Phone: (215) 646-5596

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Pamela R. Post, Director

Kate Nagele, Assistant Director

Position: Office Manager

Requirements:

- This role requires confidentiality, excellent organizational skills, and attention to detail.
- Possesses excellent customer service skills and a professional phone demeanor
- Demonstrates ability to perform the job with frequent interruptions
- Acts as a collaborative member of the administrative team
- Demonstrates ability to adjust priorities quickly as circumstances dictate.
- Exhibits strong computer skills such as using Word, excel, and Google suite.
- Experience using EZ Care a plus
- Our candidate will also maintain the highest standard of professional behavior and Christian ethics at all times in all areas of the program.

Skills and Responsibilities:

The focus of the office manager is to support the director in assuring that all policies and procedures are followed regarding student information in database, ordering of supplies, and general office organization.

Daily tasks include:

- Ordering all supplies related to the school
- Maintaining student files to ensure they are complete and up to date
- Answering phone calls and responding to email inquiries
- Keeping office organized- including electronic files and equipment
- Support the director and assistant director in projects and special events
- Maintain school and office calendars

Additional Information:

- This is a full time, in-office position.
- Salary range of \$12-\$14/hour with benefits
- Contact Kate Nagele at knagele@cheltenhamchild.com for an application and more information.

Cheltenham Child Development Center is a Christian preschool located in Dresher, PA.
As a ministry of Cheltenham Church, we are committed to providing a quality, early childhood program to our community. Our staff reflect God's love in a warm learning environment where children can grow physically, academically, emotionally, and spiritually. Our children leave prepared to succeed in kindergarten and beyond.
Check out our website for more information: www.cheltenhamchild.com