



Job Title: Office Assistant

Post Date: August 30, 2010

Position Type: Staff (non-faculty)

Closing Date: Until filled

Reports To: Executive Assistant

Start Date: October 25, 2010

The Bear Creek School is a Christian classical school for Preschool through Grade 12. It is a coeducational, nondenominational, private, college-prep, day school located in the suburbs of Seattle, in Redmond, Washington and accredited with the Pacific Northwest Association of Independent Schools (PNAIS). The school operates on three campuses – the Main Campus is located at the top of Union Hill and holds classes for over 600 students in Kindergarten through grade 12. Our Valley Campus is located less than 2 miles from our main campus in a quaint pastoral setting at the base of Union Hill. About 120 students in Preschool through Grade 5 attend classes at the Valley Campus. One Preschool class is also held at our satellite campus in nearby Woodinville, Washington. Please visit our website www.tbcs.org for further information.

Job Summary:

The Office Assistant at the Valley Campus often provides members of our community with their first point of contact with the school. For that reason, the Office Assistant should always provide friendly, professional, and prompt attention to our guests in a positive and welcoming environment. Guests are varied and include, but are not limited to, students, parents, other family members, prospective families, vendors, consultants and co-workers.

Primary Responsibilities include, but are not limited to:

- Greet and direct guests; ensure all visitors have checked in or are wearing Bear Creek identification;
- Answer and transfer incoming calls; check and respond to emails and phone messages; maintain and update switchboard voicemail recordings;
- Enter attendance into the database; maintain room reservation calendar;
- Tabulate and relay lunch orders to the kitchen; process and distribute mail;
- Operate and stock copier, fax machine, and shredder as needed;
- Process supply orders; assist with filing and mass mailings as needed;
- Obtain CPR/First Aid certification in order to provide backup support to the health center as needed;
- Keep front desk and staff lounge clean and orderly; and
- Assist Division Head and Division Assistant as time permits.

Job Requirements:

- High school diploma required; postsecondary coursework and previous professional office experience highly desired.

Critical Performance Competencies:

- Positive support of the school's policies and practices and ability to work collaboratively in a professional organization;
- Truthful, positive, and purposeful when communicating with others;
- Able to use strong written and oral communication skills to transfer thoughts and express ideas;

- Flexible and adaptable in dealing with new, different or changing requirements;
- Maintain confidentiality and security of information;
- Hold self and others accountable to accomplish results;
- Effective in handling multiple concurrent tasks;
- Familiar with Microsoft Word and Outlook, ability to learn and work with the school's integrated data-based software package as needed; and
- Adhere to biblical standards in all areas of conduct.

Physical Requirements

- Job entails sitting for extended periods of time at a desk in front of a computer; and
- Limited lifting of 20 lbs. or less may be required.

Application Requirements

Please submit an application, letter of interest, resume, references, salary requirements and official transcripts to:

The Bear Creek School
Attn: Human Resources
8905 208th Ave. NE
Redmond, WA 98053
employment@tbc.org

Applications may be obtained by emailing employment@tbc.org.

Disclaimers

The Bear Creek School is an equal opportunity employer and is required by law to perform background checks on selected qualified candidates. All employees of The Bear Creek School must agree to carry out their responsibilities in a manner that is consistent with The Bear Creek School's Mission Statement, Statement of Faith, Employee Handbook, and conduct themselves in a manner consistent with Biblical standards.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees and students.