Spring Hill Academy Daycare Center is looking for part time Office Assistants in the Alexandria, VA area.

Please apply if you are an energetic and dedicated college student looking for work in a fun environment working in a daycare office setting! We have an afternoon position available (3:00 PM – 6:00 PM), but may have other morning positions available with inquiry.

**Job Duties:**

* General data entry and filing
* Answer phone calls in a polite and friendly manner
* Answer general parent inquiries regarding child’s accounts and missing file items via phone, email, and in person
* Filing, copying, scanning, as needed
* Create, edit, and complete spreadsheets and documents, as needed
* Closing procedures (includes: locking up, picking up kids from the classroom, ensuring facility is ready for opening, etc.)
* Classroom coverage, as needed

**All applicants must be:**

* Proficient in Microsoft Office Suite (Word, Excel, Outlook)
* Fluent in English – both written and speaking
* Able to prioritize and multi-task efficiently
* Timely and prompt with deadlines

**Please apply by one of the following:**

* Call 703-973-1319 to inquire about the Office Assistant position
* Email [amy@iamspringhill.com](mailto:amy@iamspringhill.com) with your resume and availability
* Apply online via our website at [www.iamspringhill.com/careers](http://www.iamspringhill.com/careers)