

FRONT DESK ADMINISTRATIVE COORDINATOR

Job Description

An educational consulting company specializing in college planning, test-prep, academic tutoring and enrichment programs, with a national and international presence is seeking an organized, personable and efficient front desk administrative coordinator.

Qualifications

- 3 yrs administrative support
- Friendly, courteous, and engaging interpersonal skills
- Detailed oriented, organized and able to multi-task
- Effective verbal and written communication
- Excellent customer service skills
- Google drive, docs and calendar experience
- **Ability to speak in Chinese or Korean is a plus**

Responsibilities

- Maintain calendar, scheduling and appointment reminders
- Follow up with clients and students
- Time management of counselor
- Manage and track student progress on spreadsheets
- Answering phones and greeting clients
- Payment processing and checking out clients
- Responding to client inquiries by email and telephone
- Maintain confidentiality and discretion on all privileged, sensitive information

This is a positive, friendly, high energy atmosphere with room for growth. This is a long-term, full-time position with flexible hours.

Business Hours: Tuesday-Friday 12:00PM - 7:30PM and Saturday 8:30AM - 6:00PM

How to Apply

Please click the APPLY button on the Careers page and attach a resume then click submit to complete.