



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Administrative Assistant I

REPORTS TO: Chief Financial Officer

FSLA: Non-Exempt

JOB SUMMARY:

The Administrative Assistant I will execute certain office functions as directed by the Chief Financial Officer. These functions will include, but not be limited to, documenting agency income and expenses into the ProCare software system, administering physical inventories, greeting customers, routing telephone calls and taking accurate messages, opening and distributing mail, and maintaining the office supply inventory. Other duties include addressing employee concerns relative to terms of employment, managing employee information requests from internal and external sources, assisting with Workers Compensation and FMLA designation and assisting in the payroll function.

ESSENTIAL DUTIES:

- Serves as office manager in the absence of the Office Manager, including assisting visitors or directing them appropriately, answering the phone and routing calls, and responding to employee inquires from both internal and external sources.
- Maintains record of all agency income and expenses and makes appropriate entries into ProCare.
- Maintains vacation and sick leave records for all agency employees.
- Interfaces with all agency functional areas to gather personnel-related data at the direction of the CFO.
- Prepares and routes purchase requisitions, travel requests, travel vouchers, check requests, and Payroll Change Forms.
- Maintains an inventory of office supplies and orders supplies as necessary.

OTHER DUTIES:

- Assists with Workers Compensation and FMLA designation and tracking.
- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Requires a minimum of an Associate's Degree in business or related field and at least two years experience in managing or administering an office setting. Must possess excellent written and verbal communication skills, as well as excellent organizational skills.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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- Must be an advocate of exemplary customer service and possess good interpersonal skills.
- Demonstrated expertise with Microsoft Word and Excel is a requirement.
- Bachelor's Degree or higher in a business or related field is preferred.
- Experience in an educational setting is preferred.
- Ability to work well with others.
- Ability to follow directions well.
- Philosophy compatible with the Playmates concept.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

1. Assists visitors and directs them appropriately, answering the phone and routing calls, and responding to employee inquiries from both internal and external sources.
 - A. Demonstrates the customer service model of Playmates.
 - B. Maintains an up-to-date employee database.
 - C. Ensures the accurate completion and distribution of Payroll Change Forms.
 - D. Fields inquiries from employees regarding his/her terms of employment, including but not limited to, employment status, benefits, and paid time off.
 - E. Fields inquiries from external sources regarding current and former employees consistent with the policies of Playmates.
2. Maintains record of all agency income and expenses and makes appropriate entries into ProCare.
 - A. Ensures that all income and expenditures are entered correctly into ProCare.
 - B. Pays agency bills as directed by CFO.
 - C. Reimburses employees for legitimate business expenses.
3. Facilitates completion of all benefit forms and maintains benefit program records.
 - A. Ensures each site has adequate supply of benefit forms.
 - B. Ensures site leadership is knowledgeable about benefit designs and rates.
 - C. Ensures the accuracy of all benefits forms prior to submission to the carriers.
 - D. Maintains all Summary Plan Descriptions and other administrative information regarding Playmates benefits.
 - E. Maintains accurate records of benefits participants.
 - F. Answers benefits-related questions by current employees.
4. Maintains vacation and sick leave records for all agency employees.
 - A. Assists the CFO and Site Directors in developing and maintaining a system for tracking paid time off (PTO) for all eligible employees.
 - B. Develops PTO tracking reports and directed by CFO.
 - C. Answers employee and leadership questions relative to PTO.
5. Interfaces with all agency functional areas to gather personnel-related data at the direction of the CFO.
 - A. Maintains a familiarity with the various agency sites and programs, including sponsored programs and state- and federally-assisted programs.
 - B. Assists appropriate personnel in submitting and managing payroll information and records.

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- C. Maintains the Payroll records for the agency.
- 6. Prepares and routes purchase requisitions, travel requests, travel vouchers, check requests, and Payroll Change Forms.
 - A. Ensures agency purchasing procedures follow state, federal, and funding source guidelines.
 - B. Reimburses employees for eligible expenditures.
 - C. Maintains purchasing records for all sources.
- 7. Maintains an inventory of office supplies and orders supplies as necessary.
 - A. Manages the supply function to insure supplies are available when needed.
 - B. Manages the supply function to insure cost effectiveness for the agency.
- 8. Assists with Workers Compensation and FMLA designation and tracking.
 - A. Assists the CFO in determining WC and FMLA eligibility and tracking employee use of WC and FMLA.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, and ProCare.
3. Illustrates effective use of time management and organization skills to perform multiple tasks.
4. Exceptional people skills.

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: ADMINISTRATIVE ASSISTANT

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	
STANDING			X	
SITTING				X
STOOPING			X	
READING			X	
WRITING			X	



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ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
DRIVING TYPE/KEYBOARD		X		
IRREGULAR SCHEDULE		X		X
OVERNIGHT TRAVEL	X			

WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE		X		
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT I AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME DATE

SUPERVISOR NAME DATE