



## **POSITION AVAILABLE**

**TEAM, Inc.**, a non-profit social service agency serving the Naugatuck Valley has the following opportunity in Waterbury:

### **OFFICE ASSISTANT:** Part-Time (25 hrs/week)

A position is available to provide administrative support in busy early childhood center. Responsibilities include 1) answering the telephone and directing calls, 2) greeting and directing visitors, 3) inputting and compiling data for reports, 4) performing clerical and general office duties (typing, filing, faxing, copying etc.), 5) maintaining filing systems, 6) ordering supplies, 7) maintaining office equipment, 8) collecting and recording parent fees, 9) recording monthly child subsidy payments and providing year-end summaries, 10) producing, copying and distributing departmental communications, and 11) maintaining accurate and confidential records.

Candidates must possess a High School diploma or equivalent and 1+ year of secretarial training or administrative experience. Successful candidate must have strong customer service and organizational skills, strong computer skills (Microsoft Office preferred), and the ability to multi-task. Bilingual preferred (Spanish/English).

Interested candidates should send a resume or apply: TEAM, Inc., Attn: H.R. Dept. 30 Elizabeth St., Derby, CT 06418 or visit [teaminc.bamboohr.com/jobs](http://teaminc.bamboohr.com/jobs).

TEAM Inc. is an Equal Opportunity Employer, minority and bilingual applicants are encouraged to apply.

**Internal applicants must apply in writing to the Human Resources Department within 7 days.**

June 20, 2017

**Communities We Impact:**  
**Ansonia, Beacon Falls, Bethany, Derby, Milford, Naugatuck,**  
**Orange, Oxford, Shelton, Seymour, Waterbury and Woodbridge**