



SPARKLING MINDZ

ADMINISTRATIVE ASSISTANT

Sparkling Mindz is an innovative School, Preschool and Experience Center for children with a vision to **Inspire Confident Learners**. The emphasis is to use **child-centric design** to deliver **creative learning experience** for children across ages. The approach is to facilitate through **game-based methodology** and create a **seamless, connected learning experience** for children. You can check out more details on our website at www.sparklingmindz.in.

Position Available: Administrative Assistant

Location (s): Kannuru, Bangalore

Work Timings: Monday-Saturday 8am-5pm

Weekly Holiday: Sunday

Job Description:

- Co-ordinating and managing day to day activities like purchases, transport, kitchen etc.
- Maintaining cleanliness and hygiene at school by coordinating with the support staff
- Monitoring children's safety during class hours, lunch and free play time and resolve/report issues/concerns as per school's values
- Filing and maintenance of student forms, payment vouchers, billing and other registers as per requirement
- Maintaining parent communication via Whatsapp messages, emails and other online portals
- Updating attendance and tracking inventory, library details etc. online regularly
- Providing support for events, workshops and other allied activities across the organization

Required Knowledge, Skills and Abilities:

1. Graduate/Post-Graduate (MBA, Psychology, Sociology or others)
2. 1+ year's experience in administration
3. Excellent English Language Communication skills
4. Proven experience in front office administration and good knowledge of management systems
5. Proficient knowledge of Microsoft office, particularly words processing and spreadsheet skills
6. Love being around children
7. Enjoy learning and self-development
8. Self-motivated with a 'can-do' attitude
9. Innovative problem solver, capable of handling dynamic problems calmly
10. Adept at doing multiple tasks by prioritizing and executing things with good attention to detail

Compensation: Will be as per market standards and will be competitive

Send your resume to contact@sparklingmindz.in or call us at +91 9900080331