



Action Day | Primary Plus

PRIVATE INFANT CARE · PRESCHOOL · ELEMENTARY · MIDDLE SCHOOL

For over 52 years, Action Day/Primary Plus Schools have proven to be steadfast leaders in the Bay Area's childcare industry. We pride ourselves on providing each child with quality care rooted in dedication and enthusiasm for their individual growth and development. We recognize the essential foundation of any school is its staff. To accommodate our thriving centers, we are seeking an Executive Assistant to our President to join our growing team!

The position of Executive Assistant will be based out of the Action Day Primary Plus Corporate Office in San Jose. This role will assist our President and Executive Team as well as assist in the office management. This is a huge growth opportunity for the right candidate.

General responsibilities will include but are not limited to:

- Working closely with the President on upcoming projects
- Correspondence with other leaders in the organization on behalf of the President
- Assist with Marketing Projects
- Assist with Office Management including ordering supplies, etc.
- Event Planning
- Project Management
- General Executive Support

Our ideal candidate will have:

- B.A. Degree
- At least 1-2 years of experience
- Strong work ethic with a go-getter attitude!
- Strong writing skills
- Excellent Communication, Inter-personal, and Organization Skills
- Reliable
- Willingness to learn and the ability to take initiative
- Experience in Early Childhood Education is a plus!

Benefits Include:

- Medical
- Dental
- Vision
- FSA
- Long term disability
- Life Insurance
- 401K
- Childcare benefits
- Lunch daily

To be considered, please respond to this ad with your resume and why you feel you are the right fit for this position.

For more information on Action Day Primary Plus, visit our website at www.actiondayprimaryplus.com