

Post date: December 18, 2019

Ed Tech Recruiting is an executive recruiting firm serving schools, associations, and other nonprofit organizations. Founded in 2015, we help clients hire great senior leaders in the areas of technology, innovation, and curriculum. Although a retained search is our flagship product, it is not our sole service. In addition to running exceptional retained searches, we conduct staffing assessments, serve as external project managers, and train leadership teams on better hiring practices.

Our firm continues to grow each year. Ed Tech Recruiting seeks a committed Office Assistant to help with day-to-day operations. As the office assistant you will learn about the recruiting industry while supporting our critical internal projects. This is a full-time position, though we would consider applicants who are in college and for whom part-time work is preferred.

The duties for this position include:

- Updating the job board
- Data entry
- Checking spreadsheets for data accuracy and making necessary corrections
- Researching information online and compiling new data lists
- Preparing physical mailings
- Keeping the office tidy and organized
- Other duties assigned

Ed Tech Recruiting is looking for an assistant that is...

- At minimum is pursuing an Associate's degree, though more college experience is preferred
- Able to work from our office in San Carlos
- A hard worker and quick learner who can take direction
- An independent worker who does not need constant supervision
- Detail oriented and a positive attitude
- A good communicator, both verbal and written
- Proficient with general computer work, browser-based tasks, G suite, and email

This is a great opportunity for a dedicated worker who is looking to gain office experience, and eventually project management experience, through an in-office job with a flexible schedule. Applicants should submit a résumé, reference sheet with at least three names and contact information, and a cover letter outlining both interest in and qualifications for this position to:

Micaela Andres, Office Manager
jobs@edtechrecruiting.com

Please include "Office Assistant" in the subject line.

Job type:	Full-time (part-time applicants will be considered)
Reports to:	Office manager
Location:	San Carlos, CA
Salary:	\$18-\$20/hour
Deadline:	Open until filled; priority given to applications received on or before January 3