



Administrative Assistant
CATAPULT LEARNING

Job Category: Administration/General Management

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Posted On: 2 Nov 2024

Application Deadline: 1 Dec 2024

Job Context

- At Catapult Learning, a division of FullBloom, we are dedicated to enhancing the academic, behavioral, and social-emotional outcomes for K-12 students. With over 4,000 educators across the country, we are united by a common mission: to positively impact the lives of the children we serve. If you are passionate about making a difference and thrive in an organized, supportive environment, we encourage you to explore a career with us.

Job Description/Responsibility

- **Support Leadership and Field Staff:** By preparing and managing daily reports, ensuring accuracy and timely delivery, you'll contribute to the seamless operation of our programs.
- **Enable Effective Communication:** Process various forms of correspondence, supporting internal and external communications to keep our team connected and informed.
- **Maintain Data Integrity:** Accurately input data into our systems and databases, manage records, and assist with additional administrative tasks that ensure smooth operations.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Experience Requirements

- No experience is required.

Work Area

- Applicant should have experience of working in the following category(ies): Administration/General Management

Industry Type

- Experience should include the following skills: Education/Training

Address: Philadelphia, PA, Philadelphia, PA, United States

Company Profile: Education & Training Services

Company Website: <https://www.catapultlearning.com/>