

## Dental Nurse Tagalog Speaker

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Company: Black Pearl Consult

Location: dubai

Category: other-general

If you love a great workplace culture, excellent management, and talented coworkers, then join our diverse team of early childhood educators and professionals! The Discovery Tree Academy is looking for an experienced Receptionist to provide general secretarial and clerical assistance to one or more Directors, thus enabling them to carry out their responsibilities efficiently and promptly. To provide reception and administrative support as needed and requested.

**Responsibilities:** Specific Office Duties: Respond to all email inquiries & follow up. Answer phone calls and questions from parents and visitors. Focus on every contact being a tour so that every tour can become an enrollment. Delegate phone duties when they are away from the phone. Keep inventory of paper and laminating supplies, ordering more when needed. Make sure CCFP attendance is done correctly and on time. Stay on task and responds quickly to parents' needs. Be attentive and loving to children.

**Parent Interaction:** Have consistent professional, child/work-related, and positive interaction with all parents. Consistently follow the pick-up procedures, including proper identification. Initiate contact with all parents. Maintain and update the waitlist each day. Maintain and update the marketing report each week. Interaction should be child/work-related and positive.

**Policies, Professionalism, and Procedures:** Organize the working environment and takes responsibility for maintaining it, including general upkeep. Maintain proper sanitation in the area of responsibility. Notify management if classes are out of ratio. Get acquainted with new staff and children. Make them feel welcome. Be willing, agreeable, and cooperative. Maintain confidentiality. Dress appropriately according to the dress code. Maintain a positive attitude toward work, coworkers, children, and families. Know the general center

routine and provide support as needed. Interaction with Children: Has positive interaction with children. Engages in meaningful conversation. Speaks to the child at the child's level (bends low). Upon arrival and throughout the day, initiates contact with all children. Is aware of medications, allergies, food intolerances, etc. Interacts with children while in a classroom. Uses children's names in positive interactions. Listens and responds respectfully to other adults and children. Displays respect for cultural diversity and encourage inclusion. Professional Development: Maintains First Aid and CPR. Maintains state minimum required training hours for childcare workers/teachers. Attends mandatory team meetings, including special group meetings. Salary: \$13.76/hr with a 9% attendance bonus Hours: 8:00a-5:00p Location: Oakleaf #J-18808-Ljbffr

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