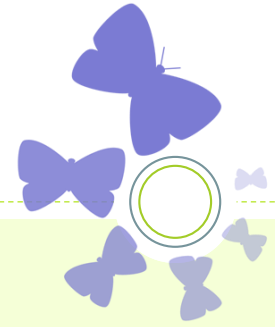


Current Job Opening:

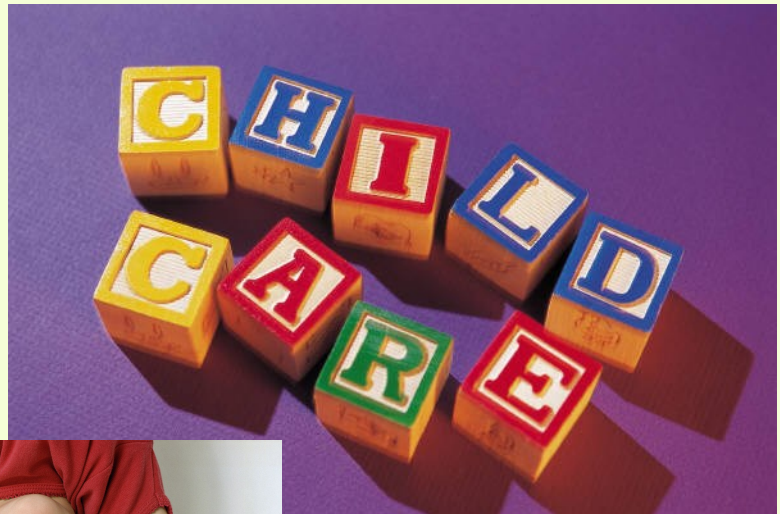
Early Childhood Office Assistant



Are you looking for a rewarding career where you can make a difference in young children's lives? We are looking for an energetic, personable candidate to be our first line contact for families in our child care center. Position is full time, with cafeteria style benefit options. Visit us at albany.wyokids.org for complete job description and application information.

MINIMUM QUALIFICATIONS:

High school diploma and experience in office routines, secretarial skills such as operating fax machines, copy machines, computers, and receptionist duties including phone and in-person inquiries. A knowledge of Microsoft Office Suite along with written and oral communication skills required.



Developmental Preschool & Day Care Center

1771 Centennial Drive
Laramie, WY 82070
Phone: (307) 742-3571
Email: jstine@wyokids.org

Developmental Preschool is an equal opportunity employer.

albany.wyokids.org