Inlingua Language Center

Title: Administrator

Location: Ridgewood, NJ

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: ASAP

Job Description: An international, accredited language school seeks individual for a range of administrative services which require maturity, judgment and the capacity to work with our teachers, students and clients. The successful candidate for our upbeat, professional small office will have excellent communication and organizational skills. Must be a team player, computer literate and able to multi-task.

Primary Responsibilities: Maintain a welcoming environment for teachers, students and clients; schedule coordination between teachers and students; facility management, including inventory and materials distribution; bookkeeping, payroll and A/R; fill in for other team members as needed

Qualifications: B.A Degree and minimum one year experience in a responsible administrative role.

Application Instructions: Please submit cover letter, salary requirements and resume to ridgewood@inlingua.com. Resumes without a cover letter will not be considered

Disclaimer Information

About the organization: An international and accredited language school