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# Position Opening

## Office Administrative Assistant

Company: Children's Specialties, Inc.  
# of Positions: 1  
Position Type: Full Time

Location: Broken Arrow, OK  
Salary: \$15/hr  
Benefits: 401k, Profit Sharing, Bonuses.

### ABOUT YOU:

**Are you tired of a J-O-B**, when you know there are greater opportunities out there? Do you seem to have a gift to develop relationships? Does the thought of serving people, companies, and organizations in a **fun, fast-paced, and hard-working environment** sound exciting? If you have at least 3 years of administrative experience in the business office area and **want to utilize that experience to do something really important**, then keep reading.

### ABOUT US:

**Children's Specialties, Inc. is a mission-driven company** with a spiritual mandate to help fund the spreading of the Gospel and we are passionate about what we do. Our tools and methodology to accomplish this mission are through the recreation and playground industry. Children's Specialties, Inc. provides design, consulting, equipment sales, installation, inspection, and maintenance services in virtually every area of the indoor and outdoor recreation industry to schools, cities and parks, hotels, resorts, water parks, pre-schools, churches, apartments, non-profit groups, and design firms. Our customers and clients range from single individuals to large metropolitan cities and school districts. We are a dedicated team who is unwavering in our desire to be the industry leader in what we do, while making a difference at the same time.

### OUR TEAM CULTURE:

Our company is probably different than any place you've ever worked. **Not only is our business different and fun**, but we truly care about our people. As a team member of Children's Specialties, Inc., you must be a cultural fit. **Excellence and passion are what draw people to our company**. Pushing the limits is part of our average work day. That means **we expect our team members to push the envelope of their own goals** and skill every day. If we aren't moving forward, we're moving backward – who would want that!?

### WHAT WE'RE LOOKING FOR:

In one word, **we're looking for – WINNERS**. We want winners who are passionate about life – about helping people. We're looking for that person who **wants something more than just a J-O-B**. We don't offer those here. We will present you with the training, tools, and opportunity to meet some great people, learn some new things, serve others, and make money doing it. **What you do with that will determine how far you go**.

We're looking for someone who can be the backbone for Children's Specialties, Inc. Our office staff is often the first impression our customers have with our company, and like our natural backbone, they provide the support for our team. Therefore, it is critical that they **epitomize our team values, our team culture, and believe passionately in our products and what we do**. These duties will include answering phone calls, calling and emailing customers, filing, preparing reports and summaries, prioritizing projects, communicating with our manufacturers, arranging shipments, processing paperwork and mail, and learning design program features.

### WHAT YOU MUST HAVE:

If you've read this far, you're probably still interested, or at least intrigued. In order to be considered for this position, you **MUST** have ALL of the qualifications listed below. Please note: These are considered the minimums. **Our standards are high, and we demand that of ourselves and our team**.

- Minimum of 3 years office experience in the B2B arena
- 2 year degree from an accredited college – 4year degree is preferable (may be waived with appropriate experience)
- Impeccable communication skills – verbal and written (this would also include spelling and grammar. You may be asked to compose a written paper to verify this part)
- An over-achieving, push the limits, constantly-do-better attitude and work ethic (excellence is the name of the game here)
- Extensive computer and internet research skills and a complete familiarity with the basic Microsoft Office suite
- Some experience with QuickBooks, Photoshop, Publisher, and AutoCAD will be desirable and preferable
- Unbending integrity (we require the highest levels of honesty and personal accountability)
- Desire to learn new ideas, concepts, and business culture that may be different than what you've known (things happen quickly here sometimes, and we'll expect you to be able to think outside the box if something different comes up)

### FINAL NOTE:

Our interview process is more involved and thorough than you may be accustomed to. We don't just hire to fill in gaps or warm a seat. Rather, **we take the time to find the right people**. If you've got what it takes and know without a doubt you're a fit, let's talk.