



## **Branch Office – Lead Nanny Job Description**

**Title:** Lead Nanny

**Department:** Sales and Marketing Division

**Reports to:** Business Development Manager

Annual Base Salary: \$780 gross monthly for administrative hours – 10 hrs per week

Additional Compensation for hours worked as childcare provider as needed - \$18-\$22/hour

Part-time or Full – time (3-5 days a week). Hours of availability are typically 7:00 a.m. to 3:00 p.m, Mondays through Fridays. Some assignments may go until 6:00 PM.

### **Responsibilities including but not limited to:**

- Providing nanny childcare coverage during the week as needed.
- Providing timely feedback to Client Services Manager regarding nanny performance and feedback
- Strong understanding of customer requirements
- Facilitating regular nanny training meetings (using provided training materials)
- Perform searches for qualified candidates according to relevant job criteria, using computer databases, networking, Internet recruiting resources, cold calls, and employee referrals
- Contact applicants to inform them of employment possibilities, consideration, and selection
- Interview applicants to obtain information on work history, training, education, and job skills
- Inform potential applicants about operations, benefits in organization
- Arrange for interviews and conduct interviews as necessary and described in hiring guidelines
- Conduct reference and background checks on applicants
- Screen and refer applicants to hiring personnel in the organization, making hiring recommendations when appropriate
- Review and evaluate applicant qualifications or eligibility for specified licensing, according to established guidelines and hiring guidelines and training manual
- Hire applicants and authorize paperwork assigning them to portfolio.
- Prepare and maintain employment records. Advise employees on staffing policies and procedures, required training and CPR certification

### **Internal / External Cooperation**

Adhering to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team. Provide backup and primary nanny care as needed.

Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act.

Establish and maintain relationships with hiring managers and headquarters to stay abreast of current and future hiring and business needs. Project yearly recruitment expenditures for budgetary consideration and control.

### **Job Specifications:**

- 1-2 years of experience in industry with office manager or recruiting background
- 3 year minimum experience providing professional childcare (nanny)
- Flawless background, credit and references
- Experience with enterprise software solutions (Outlook, Microsoft Word, Quicken, Excel) some experience with organization and administrative management a plus.