

Job Posting Form

Date Posted: April 16, 2019

Send resume to: St. Martin de Porres Church
555 Northampton Street
Buffalo, New York 14208

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20 Full-Time:

Job Title of Open Position: Parish Secretary

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Martin de Porres RCC Department

Location Address: 555 Northampton Street Buffalo New York 14208

Employer website: None

Brief Job Description

Parish Office Secretary. Maintaing an day to day operations of office business. Working directly with Pastor. Must be able to use office equipment.

Qualifications: Required Education/Experience - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- High School Diploma or Equivalent required
- Must be 18 years old or older.

Desired Skills

- Computer Literate, Good Organizational Skills, Good Communication Skills.

How to Apply: By Mail E-Mail Fax as above, no later than May 2, 2019