

Job Posting Form

Date Posted: 11/8/2018

Send resume to: frontoffice@stgregs.org

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

Job Title of Open Position: Administrative Assistant

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

Employer: St. Gregory the Great School Department Front Office

Location Address: 250 St. Gregory the Great, Williamsville, NY 14221

Employer website: www.stgregsschool.org

Brief Job Description

Primary Functions: The Administrative Assistant is responsible for the daily administrative work of the school office.

Responsibilities: Answering the phone; customer service/greeting visitors/volunteers to the school; arranges parent volunteers when needed; creating and caring for the correspondence from the principal and Assistant Principal; keeps and arranges the Principal and Assistant Principals calendars; daily attendance for the staff and students; prepare daily dismissal sheets as well as After School; prepares new student packets; works with the School Board, Home School Association and Athletic Association. Assists with the logistics of state testing. Maintains an up to date safety folder and safety documents for the school. Purchasing office supplies when needed. Receiving and sorting of all incoming mail and packages.

Qualifications: Required Education/Experience

- Education: High School Diploma, GED and/or Associates Degree
- Experience: 3-5 years office experience
- Special Skills: computer literate, Microsoft Office, Excel, Google, etc

Desired Skills

- Ergonomic Requirements: The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **until filled**