

12 MONTH SECRETARY

Applications are being accepted for a 12-month Secretarial position.

Qualifications include:

- Must be a High School graduate
- Knowledge of Google, Microsoft Excel and Word preferred
- Must have strong computer skills to learn and use specialized software programs
- Must have time management, organizational and prioritization skills
- Must manage multiple tasks efficiently and effectively in a high pressure environment
- Must be a self-starter, highly motivated, and have a positive attitude
- Must be organized, accurate and have the ability to maintain confidentiality
- Receive and route incoming calls and correspondence, handle appropriate inquiries
- Prepare and process purchase order requisitions
- Excellent interpersonal skills – communicates in a positive and effective manner with vendors, contractors, architects, newspaper personnel and other employees
- Communicates clearly and concisely in both written and oral form
- Accomplish work responsibilities with minimum supervision and work independently
- Ability to perform job duties specific to the particular position or alternate criteria which may be deemed acceptable to the Board of Education