



Are ewe ready to be a **RAM**?

The Ramsey School District is actively seeking two experienced and detail-oriented Executive Secretaries to fill vital roles. As an Executive Secretary, you will be crucial in ensuring the smooth and efficient operation of your assigned office. Your key responsibilities include providing high-level administrative support and managing confidential, sensitive information with discretion.

EXECUTIVE SECRETARY, SUPERINTENDENT OF SCHOOLS

- **Executive Support:** Serve as the primary point of contact and support for the Superintendent of Schools.
- **Project Coordination:** Assist with the execution of district-wide initiatives and events.
- **BOE Liaison:** Oversee the preparation of monthly board meeting agendas.
- **Operations:** Ensure the district operates in compliance with policies and regulations.



EXECUTIVE SECRETARY, HUMAN RESOURCES

- **Executive Support:** Prepare essential materials and correspondence for district-wide personnel matters.
- **New Hire Coordination:** Seamlessly guide new hires through the entire onboarding process.
- **Employee Liaison:** Serve as the primary and welcoming point of contact for staff inquiries.
- **Records Management:** Maintain accurate and organized personnel files.

Preferred QUALIFICATIONS

We're looking for candidates who can hit the ground running. Ideal candidates will possess:

- Exemplary organizational and computer skills.
- Proficiency in various information systems (Systems 3000, Frontline Education's Suite)
- Prior experience in executive, educational, or human resources settings is highly preferred.

Why RAMSEY SCHOOL DISTRICT

Join us in Ramsey: Innovation, community, and student success. Benefits of being a Ram include:

- Competitive Salary Range
- Generous Paid Time Off
- Excellent Benefits (Medical, Dental, Prescription)
- State-of-the-Art Facilities & Technology Resources

The results are in!

*In a recent survey, our staff overwhelmingly recommended **Ramsey as a great place to work.** Our families overwhelmingly agreed, recognizing **Ramsey as a magnet for talented people.***

THE RAMSEY COMMUNITY

Ramsey is a charming borough located in Bergen County, known for its picturesque suburban atmosphere and strong sense of community. The town's vibrant and walkable downtown, full of local shops and restaurants, is an ideal location to work. Learn more by visiting us online at www.ramsey.k12.nj.us.

Apply **ONLINE:**

www.applitrack.com/ramsey/onlineapp

EOE/AA

