



Date Posted: 7/16/2020

Send resume to: cgardon@nativityschool.net

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

Job Title of Open Position: School Secretary

Salary: Commensurate upon experience/education

Employer: Nativity of Our Lord School

Location Address: 4414 S. Buffalo St.
Orchard Park, NY 14127

Employer website: www.nativityschool.net

Job Description

- Interacting with various individuals in a polite, professional and courteous way in-person or on the phone
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability
- Maintains a variety of computerized and manual records, files, and department databases (e.g. information packets, rosters/listings, calendars, etc.) for the purpose of documenting activities, providing reliable information and complying with diocesan, state and federal requirements.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Perform record keeping and general clerical functions (e.g. copying, faxing, mailings, etc.) for the purpose of providing information and/or materials as needed.
- Responds to inquiries from a wide variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among department and/or providing direction as may be required.
- Other duties as assigned

Qualifications: Degree Requirements/Experience

- Experience in a school setting is preferred, but not required.

Desired Skills

- Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.
- Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; and concepts of grammar and punctuation.
- Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; multitasking; meeting deadlines and schedules; working with frequent interruptions; setting priorities; working as part of a team; and making independent decisions.

E.O.E.

How to Apply: By Mail E-Mail Fax

Please email a cover letter, resume, three references and completed employment application to:
cgardon@nativityschool.net no later than Friday, August 21.