



Date Posted: 3/8/18

Title of Position: Secretary

Type of Employment: Full –time during the school year; 10 hours@week during the summer

Salary: Commensurate upon experience/education

Employer Name: Our Lady of the Blessed Sacrament School

Employer Contact Name and Title: Debbie Szczepanski, principal

Employer Address:20 French Road; Depew, 14043

Employer Website: school.olbsdepew.org

Job Description : Work in the main office of the school answering phone calls, daily attendance, weekly newsletter to parents, registrations, tracking weekly deposits

Degree Requirements: High School Diploma

Qualifications/Skills: Proficiency in Google, Excel, Word

Experience Required: 1 year Office Experience

Other skills/requirements: Able to multi-task; friendly personality

EOE

How to Apply:

By MAIL: Debbie Szczepanski

E-Mail: dszczepanski@school.olbsdepew.org

Fax Number: 685-9103

Please include: Résumé, [employment application](#) NO LATER THAN March 30, 2018