



Date Posted: December 1, 2017

Title of OPEN Position: Office Assistant/Administrative Assistant

Type of Employment: Full time

Salary: Commensurate upon experience/hourly

Employer Name: St. Benedict School

Employer Contact Name and Title: Mrs. Laurie Wojtaszczyk, Principal

Employer Address: 3980 Main Street Amherst, NY 14226

Employer Website: www.StBenSchool.org

Job Description: St. Benedict School is looking for an outgoing person for our Office Help/Administrative Assistant. The chosen candidate will be responsible for various duties such as attendance records, answering phone calls and emails, Virtus management, running eSchool reports, and generally supporting the President, Principal, Advancement Director and all faculty.

Degree Requirements: High School Diploma/GED; Associates Degree preferred

Qualifications/Skills:

- Strong organizational skills
- Familiarity with using a multi-line phone system
- Strong computer/technology skills especially Office Suite and Google Drive

Experience Required: Recent graduates are acceptable. Prefer experience working in an office/school setting.

Other skills/requirements: Must support our Catholic mission.

EOE

How to Apply:

By MAIL: St. Benedict School
3980 Main Street Amherst, NY 14226
Attn. Mrs. Laurie Wojtaszczyk

E-Mail: LWojtaszczyk@saintbenedicts.com

Fax Number: 716-834-4932

Please include all of the following: Résumé, cover letter and [employment application](#)

