



**Date Posted:** August 2021

**Title of OPEN Position:** Temporary Administrative Assistant

**Type of Employment:** Full-time

**Salary:** Commensurate upon experience

**Employer Name:** St. John the Baptist School

**Employer Contact Name and Title:** Mrs. Jenny Bainbridge, Principal

**Employer Address:** 1085 Englewood Avenue Buffalo, NY 14223

**Employer Website:** [www.stjohnskenmore.com](http://www.stjohnskenmore.com)

**Brief Job Description**

Temporary immediate hire for administrative assistant in school office. Possibility for the position to transition to a permanent position.

**Essential Duties & Responsibilities may include:**

- Provide secretarial and administrative support to school administration
- Ensure compliance with financial, legal and administrative requirements
- Support the broad array of services provided to students, parents, instructional and support employees
- Collect fees and/or funds from student events for the purpose of ensuring the accuracy and timely completion of transactions
- Greet all incoming visitors for the purpose of ensuring that guests sign in/out as required
- Maintain a variety of computerized and manual records and files for the purpose of providing reliable information

**Qualifications: Required Education/Experience**

- Secretarial experience required
- Basic knowledge of computer, email, and internet use

**Desired Skills**

- Friendly
- Willingness to learn new skills necessary for the job

**EOE****How to Apply:**

**By Mail:** Jenny Bainbridge 1085 Englewood Avenue Buffalo, NY 14223

**Email:** [jbainbridge@stjohnskenmore.com](mailto:jbainbridge@stjohnskenmore.com)

**Fax:** (716) 977-9139