



Date Posted: 3/3/2023

Send resume to: Name: Pamela Giannantonio
Address: 1545 Sheridan Dr.
Kenmore, NY 14217
Email: pamela.giannantonio@standrewscds.net

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

Job Title of Open Position: Administrative Assistant

Salary: Starting \$16.20 Salary will be: hourly other

Employer: St. Andrew's Country Day School Department _____

Location Address: 1545 Sheridan Dr.
Kenmore, NY 14217

Employer website: www.standrewscds.net

Brief Job Description

- Coordinate the school office to assist the Principal in administrative tasks, prepare and accurately maintain a variety of reports, records, and files relating to students, staff, operations, and activities, including those of a confidential nature.
- Serve as secretary for the school, compose correspondence independently, prepare, type, and distribute communications, schedule appointments and meetings, screen phone calls and visitors.
- Collect , compile, organize, and record a variety of data related to attendance, transfers, enrollment, personnel, equipment inventory, and student activities including e-school, BEDS reports, and other academic reporting.
- Prepare and maintain related records, files, and logs.
- Collect and account for monies collected in conjunction with school activities, and process according to established procedures with the Business Office.
- Operate a variety of office equipment, including calculator, copier, computer and communications equipment and other school office equipment.
- Runs work related errands as necessary.

Qualifications: Required Education/Experience

- High School Diploma or equivalent (required)
- Minimum of two years of successful experience in related secretarial or office position (required)
- Friendly (required)
- Faith Based individual (preferred)

Desired Skills

- General bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
- Proficiency in the use of Microsoft Office / Google docs, (good language, writing, and grammar skills)
- Have the ability to communicate effectively with various groups (parents, students, teachers, parish staff, visitors, etc.) and demonstrate appropriate telephone etiquette.
- Clearances on all required background checks (required)

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **XX/XX/XXXX**