



Date Posted: October 13, 2017

Title of OPEN Position: Substitute Office Assistant/Administrative Assistant

Type of Employment: Per Diem

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 Substitute Office Help/Administrative Assistant. The chosen candidate will be filling in as the Administrative Assistant in our Main Office as needed, on an on-call basis.

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

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](#)