



Date Posted: 9/18/18

Title of OPEN Position: Administrative Assistant

Type of Employment: Part time

Salary: Commensurate upon experience/education

Employer Name: St Gregory the Great School

Employer Contact Name and Title: Julie Gajewski, Principal

Employer Address: 250 St Gregory Court
Williamsville, NY 14221

Employer Website: www.stgregschool.org

Job Description: Answering the phone; customer service/greeting visitors/volunteers to the school; arranges parent volunteers when needed; creating and caring for the correspondence from the principal and Assistant Principal; keeps and arranges the Principal and Assistant Principals calendars; daily attendance for the staff and students; prepare daily dismissal sheets as well as After School; prepares new student packets; works with the School Board, Home School Association and Athletic Association. Assists with the logistics of state testing. Maintains an up to date safety folder and safety documents for the school. Purchasing office supplies when needed. Receiving and sorting of all incoming mail and packages.

Degree Requirements: Education: High School Diploma, GED and/or Associates Degree

Experience Required: 3-5 years office experience

EOE

How to Apply:

By MAIL: Julie Gajewski
250 St Gregory Court
Williamsville, NY, 14221

E-Mail: frontoffice@stgregs.org

Fax Number: (716) 688-6629

Please include: Résumé, [employment application](#) (if applicable) NO LATER THAN 09/29/18