



Date Posted: 10/1/2020

Send resume to: employment@stgregs.org

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

Job Title of Open Position: Office Administrative Assistant Substitute

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 250 St. Gregory Court, Williamsville, NY

Employer website: www.stgregsschool.org

Job Description

Primary Functions: To help foster a welcoming and safe school environment. The Administrative Assistant Substitute is responsible for directing visitors that enter the building, answering and directing calls, and answering and forwarding emails to the appropriate person in the office.

Essential Core Qualities:

- Effective time management skills.
- Demonstrate positive and professional communication with staff, parents, and students and other guests/visitors of St. Greg's.
- Enthusiastic.
- Strong verbal and written communication skills.
- Open to feedback.
- Ability to work with a team.

Responsibilities:

- Answers the phone, forward calls and voicemails.
- Responsible for answering the door and checking proper identification. Manages daily logs of visitors.
- File and sort the mail including all packages.
- Assist in the office as needed.

Other Duties as Assigned:

- Positions and duties may be changed in order to meet the needs of the school.

Qualifications: Degree Requirements/Experience

- This role will be thoroughly committed to St. Gregory the Great School’s mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.

Desired Skills

- Education: High School Diploma, GED and/or Associate's Degree
- Experience: 1 year office experience or other related experience with customer service
- Special Skills: Computer literate, Microsoft Office Suite and Google Applications
- Ergonomic Requirements: The functions of this position are performed usually standing, sitting, lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than _____

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)