



**Date Posted: June 8, 2018**

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

**Type of Employment: Full Time**

**Salary: Commensurate upon experience/education**

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

**Employer Contact Name and Title: Mrs. Jonna Johnson, Principal**

**Employer Address: 2028 Sandridge Road, Alden New York 14004**

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

**Job Description:**

**Degree Requirements:** No formal degree is required, but experience working in a school office is a plus.

**Qualifications/Skills:** Strong computer skills, with proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook), highly motivated with strong organizational skills; able to coordinate multiple tasks at one time. Self-starter; able to work independently. Strong telephone and interpersonal communication skills.

**Experience Required:** Working in a general office with office skills is a must.

**Other skills/requirements:** Be able to answer phone, receive messages, and respond to inquiries by staff, parents, File and sort paperwork, Type and/or draft letters of correspondence, Maintain and order supplies, Work independently as well as work well in a team setting and with children.

**EOE**

**How to Apply:**

**By MAIL: Mrs. Jonna Johnson, 2028 Sandridge Road, Alden New York 14004**

**E-Mail: [jonna.johnson@stjohnsalden.com](mailto:jonna.johnson@stjohnsalden.com)**

**Fax Number: (716) 937-9794**

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