

**Immediate Opening Saint Mary's Prep, Denville, New Jersey**

**Part time School Office Assistant beginning January 2, 2019 – Monday through Friday 8:30Am-12:30PM. Salary \$13.00/hour**

- Responsibilities Include:
- Assisting with registration
- Assisting Parish/School Accountant
- Coordinates Maintenance and Supply Inventory
- Coordinates Substitutes
- Works well with others, maintains confidentiality

**Requirements:**

- Computer Skills – Knowledge of Microsoft Office, Google
- Protecting God's Children Course – training provided
- Criminal Background Check
- Fingerprints