

# **Sacred Heart School in Lawrenceburg**

## **Receptionist/Administrative Assistant**

The position is full time, Monday through Friday from 7:00 a.m. to 3:15 p.m. from August 1 to May 31 as well as in June and July as needed.

Primary function of this position is to perform the administrative duties relative to the operation and organization of the school office. This includes secretarial support to the Principal, answering the office phones, greeting and assisting visitors to the office, maintaining records, providing first aid to students, maintaining the online school calendar, maintaining inventory of school books and supplies, and supporting the implementation of special events.

### **Education/Experience:**

- High School graduate
- At least three (3) years of prior administrative/secretarial experience
- Experience with operating standard office equipment
- Prefer candidate with prior experience working within an educational environment
- Prefer candidate with Red Cross first aid training certificate and CPR certified

### **Other Skills/Requirements:**

- Proficiency in the use of computers including internet, email, and MS Office products such as Excel and Word. Prefer candidate with knowledge of PDS and Google Documents, Option C for attendance and other education-specific programs.
- Prefer Candidate who is an active member of a Roman Catholic faith community.
- Good written and verbal communication skills; excellent interpersonal skills.
- Ability to work in a fast-paced environment and multi-task.
- Self-starter with willingness to work under general supervision.
- Good attention to detail for accurate data entry.
- Professional demeanor with ability to maintain confidentiality.
- Willingness to submit to and satisfactorily complete a criminal background screening and complete diocesan Safe Environment training.
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Please e-mail cover letter (detailing how candidate meets minimum requirements) with salary history and resume to [amy.kostal@shslburg.com](mailto:amy.kostal@shslburg.com) for position open immediately. Please have your information to Sacred Heart School by May 8, 2019

Sacred Heart School  
220 Berger St.  
Lawrenceburg, TN 38460  
931-762-6125