Office Manager/Admin Support

Opening for the 2020-21 School Year

Job Summary

10.5 month position 8:00 a.m.– 3:30 p.m. – Monday–Friday

Office Manager:

- Serves as building receptionist; answers and responds to telephone and in-person inquiries from students, staff, parents, and visitors
- Greets and directs visitors
- Promotes positive relations with parents, students, faculty, staff and the general public
- Orders office supplies
- Receives and distributes mail
- Recruits and manages office volunteers

Admin Support

- Provide additional support to the Administrative Offices
- Provide support to various projects and programs as needed

Benefits and Compensation

- Benefits included
- Hourly wage (dependent on qualifications)

Qualifications

- Excellent attention to detail with strong interpersonal skills and ability to communicate effectively through multiple pathways (in person, telephone, and in writing – often through multiple parallel methods).
- Experience with multi-tasking and balancing the requests of multiple teams as well as managing shifting priorities.
- Proficient in Microsoft Word, Excel, Google suite, and various calendaring software
- Strong organizational skills to include efficiently managing multiple priorities.
- Ability to work independently under general rather than close supervision.
- Customer service skills and the ability to communicate effectively.
- Experience in school office environment working with faculty, staff, parents, students, administrators, public officials is desired
- Experience using school software is desired

Closing date: April 1, 2020

Submittal

Please send cover letter, resume and Bellarmine Staff Application to:

Cindy Davis, Principal
Bellarmine Preparatory School

2300 South Washington
Tacoma, WA 98405

Note: For your convenience, application materials can be emailed to achzigerj@bellarmineprep.org

Inquiries to:

Jessica Achziger, Administrative Assistant
(253) 752-7701, ext. 727
achzigerj@bellarmineprep.org

Please note

- Applications will be reviewed in order they are received
- Bellarmine applications are available to download at www.bellarmineprep.org