

IMMEDIATE Job Opening at Holy Cross Catholic School

Part-time Front Desk / Secretary

Hours: 7:30 a.m. – 12:00 p.m.

Days: Monday through Friday

Primary Duties: Attendance recordkeeping, assisting with lunch count, greeting visitors, checking in visitors on Raptor system, directing visitors, answering phone calls and taking messages, routine filing and organizing of files, assisting with lunch count, arranging for employee substitutes, interpersonal/communications skills, writing skills, and other related duties as needed.

Skills required: Working knowledge of Office, e.g., Excel, Word, etc.

Hourly rate: Commensurate with experience (range \$9.17-\$12.12)

Start date: Immediately

Complete application, pre-employment affidavit for applicant, and provide references. Applications that are considered for employment will be processed, and interviews will be scheduled.