

Our Lady of Grace School

Office Administrator



School: Our Lady of Grace School

Job Title: Office Administrator

PT or FT: Full Time

Our Lady of Grace School Mission: To provide students a curriculum modeled by the teaching of Jesus through gospel values, devotional traditions, and practices of the Roman Catholic Church. With a focus on academic excellence, students become lifelong learners and successful members of society. In partnership with our families and our parish community, we are committed to providing a safe, spiritual and welcoming environment rooted in respect and discipline that nurtures individual self-worth.

A short narrative of job: maintain the Our Lady of Grace School TK-8th grade Catholic School is seeking an energetic, enthusiastic, and nurturing office administrator to maintain the day-to-day functions of the school office. The ideal candidate will be a confident and pleasant communicator who enjoys interacting with people of all ages, especially Catholic school youth, coworkers, and parents.

Desirable qualities and skills include:

- multi-tasking while working in a busy office environment.
- Proficient with technology (Google Suite) and comfortable with spreadsheets and other student information systems.
- Must have the ability to maintain confidentiality in all school matters.
- Must have basic knowledge of how the school operates.
- Must have good interpersonal communication skills both verbally and in writing.
- Must exhibit judgment and tact in the performance of duties.
- excellent written and oral communication.
- self-direction, ability to work independently, and follow-through.
- attention to detail and alertness.
- excellent organization of files, documents, and the office environment.
- experience with schedules and calendars.

Education:

Some college, administrative, and customer service experience preferred

Contact person: Laura MacDonald

Contact person email: lmacdonald@olgwestsac.com

School website: <https://olgwestsac.com> <https://www.facebook.com/olgwestsac>

Posting Date: March 22, 2021

Deadline for application: April 22, 2021