

NOW HIRING...

ADMINISTRATIVE ASSISTANT

IMMACULATE CONCEPTION SCHOOL

POSITION REQUIREMENTS:

- High School Diploma or higher
- Proficient in Microsoft Office (Word, Publisher, Excel), Google, etc.
- Strong organizational and time-management skills
- Excellent communication skills
- Ability to multi-task and work well in a school environment
- Prior experience in an educational setting is helpful, but not required
- Ability to maintain confidentiality

TO APPLY:

PLEASE SEND COVER LETTER, RESUME, & LETTERS OF REFERENCE TO:

LLAUER@CLARIONCHAWKS.NET OR OR MAIL TO:

IMMACULATE CONCEPTION SCHOOL
C/O LAURA LAUER, PRINCIPAL
729 MAIN STREET
CLARION, PA 16214

