

CENTERVILLE-ABINGTON COMMUNITY SCHOOLS

115 West South Street, Centerville, Indiana 47330
Phone (765) 855-3475 Fax (765) 855-2524

Centerville High School Administrative Secretary VACANCY

Centerville-Abington Community Schools is now accepting applications for an Administrative Secretary at Centerville Senior High School. This is a full year position, requiring 8 hours daily for a total of 40 hours per week. Qualified candidates must have excellent attendance in previous work experience and possess a high school diploma. Candidates must demonstrate strong organizational skills, the ability to multi-task, and working knowledge of Microsoft Word, Excel, Power Point, Publisher, and Google. The candidate will be responsible for assisting teachers in ordering materials, developing schedules for testing, completing diplomas, inputting information on student transcripts, maintaining all academic records, filling out state documents, purchasing school supplies, and managing financial records, just to name a few. The candidate must be strong in grammar and should feel comfortable double checking records for spelling and other errors. General knowledge of first aid and previous experience as a receptionist is desirable. The person applying must be able to handle confidential information in a professional manner and complete all assigned tasks by administrators efficiently and effectively.

Go to <http://applitrack.com/wayne/onlineapp> Go to Job ID # 427

Inquiries should be addressed to:

Mr. Mike McCoy
Principal
Centerville Senior High School
507 Willow Grove Road
Centerville, IN 47330
E-Mail: mmccoy@centerville.k12.in.us

All applications must be received by September 14, 2018

Centerville-Abington Community Schools is an equal opportunity employer.