

ICS Office Administrative Assistant

ICS is currently seeking to hire a part-time administrative assistant. This person will work closely with Mrs. Epplin and Mr. Gregson to ensure the efficiency of the school operations. This person needs to be friendly, highly organized, love children, and adhere to the teachings of the Catholic Church.

Responsibilities:

- Provide support to the office, staff, and students
- Morning attendance
- Help with morning lunch count
- Manage phone calls and answering the doors
- Help maintain student files
- Help and maintain Child Protection
- Help check out chromebooks
- Various office duties and projects as they come up
- Help keep track of medical/dental/eye examination forms
- Be willing to learn FACTS
- Be willing to hold things in confidence

Hours: Monday-Friday 7:30-12:30

To apply send your resume to Mr. Gregson at dgregson@icsmail.org