

POSTING

Anticipated Opening

School Secretary
Forrestdale School

The above full-time 12 month secretarial position
is available for the 2016-2017 school year,
effective September 1, 2016.

REQUIREMENTS:

- Maintain confidentiality
- Good organizational and clerical skills
- Proficiency in Google applications
- Data entry accuracy
- Manage and meet multiple schedules and deadlines
- Work with frequent interruptions
- Communicate effectively – both verbally and in writing with diverse groups
- Establish and maintain effective working relationships
- Experience with NJSMART data systems required
- Experience with Genesis data systems required

APPLICATION PROCEDURE:

Interested applicants should apply to:
humanresources@rumsonschool.org

DEADLINE: August 29, 2016.

An Equal Opportunity Employer