

**Immaculate Heart of Mary Catholic School
is Accepting Applications for
School Receptionist / Records Administrator**

Position	School Receptionist / Records Administrator
Position to Begin	Immediate
Terms:	Hourly Position – 12 month contract
Salary:	Hourly rate, based on experience
Qualifications:	Office experience (clerical, administrative assistance, receptionist, front desk, etc.) is highly preferred. Must possess a positive personality who can engage well with school parents and work within the office team. Must have strong computer and records management skills, with competence in Microsoft Word and Excel. Ability to speak Spanish is a strong preference.
Application:	To complete an application for teaching positions in the Diocese of Charlotte, please use this web site: https://1z1bef2t6k8q3w96xp2i4xwi-wpengine.netdna-ssl.com/wp-content/uploads/2016/08/Application-For-Lay-Employment-interactive.pdf
If interested, contact: Send Resume & Application to:	Mr. Ryan Schnaith-Ivan, Principal Immaculate Heart of Mary Catholic School 4145 Johnson St. High Point, NC 27265 rschnaith-ivan@ihm-school.com
Expectations	<ul style="list-style-type: none"> • Assist the Front Desk, supporting the Pupil Services Coordinator to answer phone calls and work with students and parents who come into the office. • Arrange, organize, and manage physical student records. • Work with the RenWeb computer system to manage electronic student records and school scheduling. • Account for teacher/office supplies and place orders as needed. • Coordinate with the Church to effectively manage campus building usage for the school. • Create/print certificates and awards quarterly for different activities. • Perform general office duties as needed by the office team. • Work through the summer, managing student records, ordering school supplies for teachers/school, and performing other office tasks. • Manage front office equipment. • Assume other job related responsibilities within the school on an as-needed basis.