



**St. Patrick Catholic School
Seeks Applicants for Administrative Assistant**

Position	Administrative Assistant
Position to Begin	Immediately
Terms	Full time
Salary	Hourly rate based on experience
Qualifications	An associate or bachelor's degree in Business, Finance, Accounting, or related area preferred. Experience working in an office environment and with customers is desired, preferably in a school office serving students, parents, and teachers. Excellent and prompt communication skills required. Accuracy and attention to detail is of primary importance. Flexible, patient, positive team player, fast learner, detail oriented, and proficient in office computer programs (email, Word, Excel, Google, etc.).
Application	Click here to download an application that can be filled out online and then submitted
Additional Information	The Administrative Assistant works directly with the principal to oversee a variety of day-to-day tasks and long-term projects including but not limited to the following: scheduling and leading school tours, serving as primary point of contact for current and prospective families, serving as the primary point of contact for the Cathedral and MACS office, managing school accounts and Principal's Bank Account, compiling timesheets and expense reports, managing various federal funding initiatives, maintaining confidential information and managing school information with discretion, observing HIPAA and FERPA laws, compiling school-related BOY reports and data collection, organizing print materials for Back to School and Beginner's Day and various other events. Provide assistance as needed with daily school functions.
Application & Resume sent to	Mrs. Amy Tobergte, Principal St Patrick Catholic School 1125 Buchanan Street, Charlotte 28203 704.333.3174 amtobergte@stpatrickschool.net