

**Applications are being accepted for Administrative Assistant at
Our Lady of the Assumption Catholic School**

Position	Administrative Assistant
Position to Begin	December 4, 2017
Terms:	Part-Time (20 hours per week)
Salary:	Diocesan scale based on experience and qualifications
Qualifications:	The Administrative Assistant will have a high school diploma, good bookkeeping and secretarial skills, and be computer literate. He/she will work effectively with the principal, office staff, and with the school community, in general.
Application:	Click here to download an application that can be filled out on line and then printed and submitted
Application & Resume sent to:	<p>Allana-Rae Ramkissoon Our Lady of the Assumption School 4225 Shamrock Drive, Charlotte, NC 28215 arramkissoon@olaschool.net 704-531-0067 (Phone) 704-531-7633 (Fax)</p>
Additional Information	