

St. Gabriel Catholic School Seeks Applicants for School Secretary

Position	School Secretary
Position to Begin	ASAP
Terms	11-month position
Salary	Diocesan scale based on experience and qualifications
Qualifications	The ideal candidate would be a practicing Catholic with an outgoing personality and the ability to work as a team player. Flexibility and organization are required. Knowledge of Microsoft Office products is preferred, specifically <i>Word</i> and <i>Excel</i> . The candidate must also have excellent vision and hearing, the ability to safely climb 2 flights of stairs, and love all children.
Application	Click here to download an application that can be filled out online and then submitted (Non-Teaching Application)
Application & Resume sent to:	Patty Fischer, Assistant Principal St. Gabriel Catholic School pjfischer@stgabrielschool.net
Additional Information	