

JOB POSTING – Senior Administrative Assistant

Saint Lawrence parish is seeking a full-time Senior Administrative Assistant. Areas of responsibility include a broad scope of tasks with concentration on Communications, Scheduling, Data Entry, and limited Financial responsibilities.

Education, Experience, and Skills required: Minimum of two years in an office setting with demonstrated expertise in Microsoft Suite (*particularly Word, Excel, and Publisher*). Experience in Church Management software preferred; strong organizational and time management skills, attention to detail, strong interpersonal, verbal, and communication skills. Proven ability to work as a team member.

Please send cover letter, resume and salary requirements by January 31, 2022 to: Barclay Roberts, Pastoral Assoc for Admin, Basilica of St Lawrence, PO Box 1850, Asheville, NC 28802 or email basilicacomm@gmail.com. No phone calls please.