

Administrative Assistant Job Description

Saint Joseph High School, grades 9-12, is looking for an administrative assistant.

Interested applicants should forward a cover letter, resume, and all PA required clearances to:
Kimberly Minick, Assistant Principal.

Saint Joseph High School

800 Montana Avenue

Natrona Heights, PA 15065

Email: kminick@saintjosephhs.com (*Include Administrative Assistant in the subject line.*)

- Oversee, coordinate and perform day to day school administrative functions
- Prepare and maintain student records and ensure that they are updated regularly
- Provide secretarial assistance to the principal by typing and editing letters
- Man the reception area and direct visitors and parents to correct school personnel
- Handle mail distribution, collating, filing, faxing and sorting activities
- Manage purchase orders and authorizations
- Relay information to faculty and students using a variety of mediums
- Answer telephone calls and transfer calls to the appropriate recipients
- Assist parents with school registration and admission procedures