



Administrative Assistant

Qualifications

- Excellent communication skills
- Excellent time and people management and organization skills
- Strong attention to detail
- Ability to multi task
- Ability to communicate well with others
- Ability to effectively communicate with all levels while consistently providing quality customer service to internal and external customers
- Friendly, outgoing and positive personality
- Adhere to Strong Rock Christian School's Statement of Faith and Lifestyle Statement
- Have a satisfactory background check

Education & Experience

- Bachelor's Degree preferred