

September 30, 2021

NOTICE

POSITION OPENING

COVID COORDINATOR / SECRETARY

Lake City Area Schools seeks a Secretary to be a COVID Coordinator in the District Principal's offices. Successful candidate will have experience in performing secretarial, office administration, bookkeeping and data entry tasks to facilitate efficient office operation.

Preferred qualifications:

- Working knowledge of Microsoft Office, particularly Word, Outlook and Excel
- Comprehension of basic bookkeeping concepts
- Ability to quickly learn new software
- Good verbal and written communication skills
- Demonstrated organizational skills
- Ability to problem solve and prioritize tasks and responsibilities
- First Aid and CPR training

An Associate's Degree in related field is preferred.

Please apply outlining your qualifications, in writing, to:

Mr. Tyler Hamilton, Elementary Principal
PO Box 900
Lake City, MI 49651
Or electronically to: **thamilton@lakecitytrojans.org**

Deadline – October 13, 2021