

March 9, 2022

NOTICE

POSITION OPENING

ELEMENTARY SECRETARY

Lake City Area Schools seeks a Secretary to support the Elementary Principal's office. 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
- Working knowledge of Google Drive, and its necessary applications.
- 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, 710 E Mitchell St, Po Box 900, Lake City, MI 49651. Or send electronically to: thamilton@lakecitytrojans.org

Deadline – March 29, 2022