

REETHS-PUFFER SCHOOLS
OFFICIAL NOTICE OF POSITION VACANCY
December 19, 2019

Position: Executive Administrative Assistant
Reports to: Superintendent of Schools and
Assistant Superintendent, Human Resources

POSITION SUMMARY:

The Executive Administrative Assistant is responsible for the oversight and management of the Executive Offices. This highly confidential position supports and works closely with the Superintendent of Schools, Assistant Superintendent, Board of Education, District staff, various groups and departments within the District and parents and students as needed. Responsible for various state and federal reports, District programs and other duties as assigned.

QUALIFICATIONS:

1. Associates degree required, four-year degree preferred
2. Five years' exceptional experience as a secretary, executive assistant or administrator
3. Exceptional skills in written and verbal communication
4. Experience using office equipment, computer and a variety of software applications.
5. Exceptional office management skills and public relations skills
6. Must be able to meet deadlines
7. A proactive approach to problem-solving with strong decision-making skills
8. Must be detail orientated
9. Must be self-motivated and able to work independently
10. Desire to be proactive and create a positive experience for others

Year-round position

Salary range: \$48,000 - \$52,000

Deadline to apply: January 10, 2020

Reeths-Puffer Schools adheres strictly to its policy on non-discrimination in all programs, services, activities and employment. Discrimination is prohibited on the basis of race, creed, color, religion, national origin or ancestry, gender, age, height, weight, marital status or disability. Discrimination inquiries may be directed to the Human Resources Director (231) 719-3108.