ADMINISTRATIVE ASSISTANT

Under the direction and supervision of the Director of Facilities and Maintenance, the incumbent is responsible for providing general administrative support in the daily operations of the department’s administrative office. Supports departmental employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Handle multiple projects.

REQUIREMENTS

- Proven administrative experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 2 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

Application Instructions

Applications are available on the Gilmour website and can be completed and mailed or emailed to rogersk@gilmour.org. Screening begins immediately and continues until the position is filled.

Gilmour Academy is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity. We believe that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability.