



Office Assistant

St. John's Episcopal School, an independent Episcopal school in Rancho Santa Margarita for students 8 weeks old through 8th Grade, is hiring a full-time Office Assistant to provide administrative and clerical support to maintain an efficient office environment.

Position Type: Full-Time; 12 Month
Reports to: Division Principal
Start: Immediately
Salary: Depends on experience/education

Salary & Benefits:

- Medical and Dental Insurance Premium – Employee only is 100% paid
- Employer-paid life insurance
- Employer-paid short-term and long-term disability insurance
- Employer-paid pension plan with full immediate vesting and limited-match
- Tuition remission for children of faculty/staff

Primary Responsibilities:

- Greet visitors in a professional manner
- Provide visitors with information and direct them accordingly
- Answer phone calls and direct callers to the appropriate party
- Track student attendance and follow-up on unreported absences
- Create and maintain weekly bulletins/calendars
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Coordinate and schedule appointments and meetings
- Perform other administrative support tasks

Education and Experience:

- High school diploma or general education degree (GED) required, Associate's degree preferred
- 1-3 years of relevant experience in an office setting, preferably in an administrative or clerical role
- Excellent organizational skills, ability to prioritize, and comfortable working independently or with a team
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment

How to Apply:

All applicants **must complete** Online Application through the St. John's Career Opportunities website (www.stjohns-es.org/about/career-opportunities). Applicants will be required to include a resume with cover letter and are encouraged to provide other supporting documentation such as copies of degrees, teaching credentials, special certifications, etc.