

PLEASE POST

January 24, 2023

ANNOUNCEMENT OF VACANCY

The following Classified position exists in the Bluffton-Harrison Metropolitan School District.

BLUFFTON-HARRISON ELEMENTARY SCHOOL

SECRETARY

- **Starting wage \$14.75**
- **7.5 hours/day**
- **9 Month work schedule during school year**
- **Benefits available**

Desired Qualifications:

- **Customer Service Oriented**
- **Advanced Computer Skills with Google suite (Gmail, calendar, slides, sheets, etc.)**
- **Written communication skills for composing and editing documents**
- **School-wide data and calendar management**

Any qualified person wishing to be considered for the above position should complete a classified employee application and submit it to Mrs. Schlaura Linderwell. Any questions regarding this position should be directed to Mrs. Linderwell at 260-824-0333 or slinderwell@bhmsd.org

Classified applications available at www.bhmsd.org or the Administration Building