

CLASSIFIED AD – HELP WANTED

ADMINISTRATIVE ASSISTANT – The Abbotsford School District is hiring an Administrative Assistant to assist in the daily operations of Abbotsford Elementary School. The Elementary Administrative Assistant provides support to the Elementary Principal, staff, and other district clients, in performing administrative and general office duties. Must have and exhibit excellent written and oral communication skills, follow directions, maintain confidentiality, and work independently. Must operate in an information technology environment, (Windows, Word, and Excel), handle multiple deadlines and tasks effectively and with flexibility. Associate degree preferred with related experience. Benefit package is available. Visit the district website at [www.abbotsford.k12.wi.us](http://www.abbotsford.k12.wi.us) for the district application form. Submit, application, letter of interest and resume via email, mail, or fax (715) 223-4239 to, Abbey Frischmann, Elementary Principal, 510 West Hemlock. Abbotsford, WI 54405 or [afrischmann@abbotsford.k12.wi.us](mailto:afrischmann@abbotsford.k12.wi.us).