



ROTHSAY PUBLIC SCHOOL

JOB POST



Administrative Assistant / Receptionist

Job Posted: 5/1/2024

Are you organized, detail-oriented, and passionate about supporting the smooth operation of a school environment? Rothsay school is currently seeking a dedicated individual to join our team as a School Administrative Assistant/Receptionist. This position plays a crucial role in ensuring the efficient functioning of the school and providing essential support to students, parents, and staff.

Responsibilities:

Greet visitors and direct them to the appropriate person or department
Answer phone calls and respond to inquiries in a professional and courteous manner
Assist with administrative tasks such as filing, data entry, and maintaining records
Coordinate appointments and meetings for school staff
Manage incoming and outgoing mail
Support teachers and staff with various tasks as needed

Qualifications:

High school diploma or equivalent required
Be able to bring a positive and courteous face to our school.
Previous experience in an administrative role is a plus
Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Applications
Excellent communication skills, both written and verbal
Strong organizational skills and attention to detail
Ability to multitask and prioritize tasks effectively

Benefits:

- Competitive salary based on experience
- Health insurance benefits
- Paid time off and holidays
- Professional development opportunities
- If you are looking for a rewarding opportunity to contribute to the success of a school community, we encourage you to apply for the School Administrative Assistant/Receptionist position today!

Application Process: Applications will be accepted until position is filled and electronic applications are welcome. Send cover letter, resume, a minimum of three references and a completed application form (available on our website) to: Rothsay Public School Attn: Sarah Wolfer, 2040 County Road 52, Rothsay, MN 56579 or to swolfer@rothsaystaff.org by May 15th.

2040 Co Rd 52 Rothsay, MN 56579 ph:(218) 867-2116
<https://www.rothsay.k12.mn.us/>