

St. Thomas More School

School Office Receptionist/Administrative Assistant

St. Thomas More School (Munster, Indiana) is seeking a School Receptionist/Administrative Assistant. Applicant must be a highly motivated, hard-working, and collaborative team player. The applicant must be a practicing Roman Catholic with an administrative assistant background. Our ideal candidate is enthusiastic, flexible and can think on the spot to problem solve. He or she should have a positive and patient attitude with administration, staff, students and parents. This position is part time (hours 10:00 - 3:30) with benefits.

Primary Responsibilities

- Provides reception services for the school office by welcoming and directing visitors, answering the telephone and directing calls appropriately. Facilitates clear communication to visitors and callers.
- Receives and signs for mail or vendor deliveries. Sorts and processes mail.
- Oversees and records all student information into RenWeb, the Student Information System.
- Organizes and updates student records.
- Schedules substitute teachers.
- Assists in scheduling field trips.
- Coordinates regular building safety drills.
- Operates office machines.
- Prepares, transcribes and edits a wide range of written and printed materials including correspondence, lists, reports and posters, RenWeb, website and social networks. Responsible for creating the Barrister.
- Other duties as the needs arise.

Demonstrated Competencies Required

- Committed to the mission and values of St. Thomas More School.
- Must be able to maintain strict confidentiality at all times.
- Friendly with excellent people skills.
- Ability to communicate effectively in oral and written form.
- Must have effective telephone techniques.
- Professional temperament and appearance.
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise.
- Able to prioritize and handle multiple tasks
- Proficient computer skills needed.

Minimum Qualifications

- Practicing Catholic.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Publisher, MS Word, MS Excel, MS Outlook, and MS PowerPoint)
- Experience using a database or accounting software. RenWeb experience a plus.
- Strong organizational skills with the ability to multi-task and prioritize work.
- High School degree.
- Minimum of three years of relevant experience in a receptionist or administrative assistant role.

Please submit a cover letter and resume to: jobopenings@stm-church.com.