

Our Lady's Academy, a Catholic School located in Waltham, is seeking a school secretary. Preference will be given to a practicing Catholic. Our Lady's Academy is a friendly atmosphere that encourages creativity professionalism.

Some of the skills and qualities that this individual is expected to have are as follows:

- Previous experience in a school setting;
- Excellent Communication skills both in -person , on the phone and through the written word;
- Excellent people skills when dealing with all constituencies, teachers, parents, students, visitors;
- Proficient in Microsoft Word and Google Workspace;
- A quick learner that is willing to learn how to operate the Facts/Renweb Office management system;
- Willingness to continue the office management systems already in place;
- Ability to multi-task while being extremely organized and flexible.

Interested candidates must submit either via email or hard copy a Letter of interest, resume and letters of reference to Chandra Minor at principal@ourladysacademy.org. or Our Lady's Academy. 920 Trapelo Road, Waltham, MA 02452

This position will be available for paid training dates and times to be determined .