

Our Lady's Academy, a Catholic School in Waltham, is seeking an Administrative Assistant to the Principal. Preference will be given to a practicing Catholic. Our Lady's Academy is a friendly atmosphere that encourages creativity and professionalism. Some of the preferred skills and qualities that this individual should possess are as follows:

1. Previous experience in a school setting preferred;
2. Excellent communication skills in-person, on the phone and through the written word;
3. Excellent people skills when dealing with all constituencies, teachers, parents, students, visitors;
4. Proficient in Microsoft Word and Google Workspace;
5. A quick learner that is willing to learn how to operate the Facts/Renweb Office Management System;
6. Willingness to continue the office management systems already in place;
7. Ability to multitask while being extremely organized and flexible.

Interested candidates please submit a letter of interest, references and resume via email to [principal@ourladysacademy.org](mailto:principal@ourladysacademy.org) .