

Anticipated - Administrative Assistant to the Director of Buildings & Grounds and Transportation

Full-time, 12-month position available. High school diploma required, post-secondary education preferred; related training or an equivalent combination of training and experience; three to five years of work experience in all facets of secretarial duties including computerized systems. Customer service experience preferred. Experience credit will be given towards salary and vacation leave if the candidate has commensurate experience with position responsibilities.

Deadline for internal applications: October 10, 2022

Deadline for external applications: October 10, 2022

View details and apply via Recruit & Hire at: <https://acschools.tedk12.com/hire/index.aspx>

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