



Secretary Opening

Position Title: Secretary
Status: Full Time, Monday-Friday
Hours: To Be Determined
Reports to: Supervisor

Job Objective: To support and aid in smooth and efficient operation of the divisional school office so that the office's maximum positive impact on the education of children can be realized.

Essential Functions:

Daily job responsibilities/functions to include, but not limited to:

- Operate and maintain office
- Operate duplicating equipment and other office equipment
- Greet all visitors courteously in person, by phone, or using email to determine their needs, to provide information, and to direct them to the proper person.
- Monitor incoming and outgoing telephone calls, provide information, and record messages.
- Attend to the needs of students who are injured or feel ill.
- Assist with distributing home letters, report cards, etc.
- Assist with conferences and or divisional school events as needed.
- Prompt and regular attendance is required.
- Keep school records and business confidential.
- Others as deemed necessary.

PHYSICAL REQUIREMENTS:

- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers
- Grasping: Applying pressure to an object with fingers and palm.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/ or fingers.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.

Job Requirements: Must have the ability to perform the duties stated above.

Experience: Job related experience is desired.

Required: Must pass Criminal Background Check and TB Test

Interested candidates should email and submit a cover letter, resume, and three signed letters of recommendation to Mrs. Mai Shoua Xiong. An interview will follow for all eligible candidates. Position to start as soon as possible. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797 or email her at xiong.maishoua@myhapa.org.