

LAKE CENTRAL SCHOOL CORPORATION

8260 Wicker Avenue
St. John, IN 46373
365-8507

SUPPORT SERVICES STAFF

October 20, 2014

Custodial/Maintenance 12 Month Administrative Assistant

Essential Skills and Abilities

- Strong interpersonal skills
- Ability to maintain a high degree of confidentiality
- Strong clerical and organizational skills
- Excellent writing and listening skills
- Proficient with Microsoft Office/Excel
- Must exhibit accuracy in all work
- Ability to work both independently and as a team member

Duties

- Assist Director and Supervisor of Facilities
- Provide support to the administration staff, custodial staff and maintenance staff
- Answer telephone and resolve routine and complex inquiries
- Prepare and compose memos, correspondence, and mailings
- Prepare and schedule yearly Maintenance Agreements
- Prepare payroll
- Schedule custodial subs
- Hiring of custodial substitutes and seasonal help
- Schedule and track custodial vacations and leave time
- Maintain employee, vendor and contractor information
- Initiate department work orders
- Facilitate corporate purchases
- Generate and follow through on purchase orders/invoices
- Review and prepare invoices for payment

Salary and Benefits

- Twelve month position, 8 hours per day
- Hourly rate to be determined based on experience and qualifications
- Benefits in accordance with the 12 Month Administrative Assistant Agreement

Apply online only at www.lcsc.us; Go to Job Openings>Aides/Support Staff>Secretary (8001)

Direct questions to:

Bill Ledyard, Director of Facilities
Lake Central School Corporation
8260 Wicker Avenue, St. John, IN 46373
Phone 219-558-2711

Deadline: November 3, 2014

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.