

August 23rd, 2010

Administrative Assistant

A full-time Administrative Assistant is required for our administration office to start immediately. The selected candidate will work with the administration and front office staff to provide the support to our students, families, and teachers. This position requires initiative, innovation and integrity and the ability to work independently as well as a cooperative team member.

Candidates should lead Christ centered lives and attend church regularly.

Qualifications:

1. Experience working in a similar environment.
2. Candidates are required to be motivated, reliable, enthusiastic, and possess excellent communication skills

Please forward:

1. Resume
2. Cover letter
3. Statement of Faith
4. Philosophy of Christian Education

to the attention of:

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