

Inter-Lakes Elementary School

➤ **Administrative Assistant**

Full-time; 260 days/year; 8 hours/day; Monday – Friday

Inter-Lakes Elementary School is seeking a qualified individual to fill the position of Administrative Assistant. A minimum of two years' previous experience and/or training that includes administrative assistant and bookkeeping skills. Candidate must be attentive to details and highly organized; proficient in Microsoft Office applications and ready for training in other software applications. Candidate must be able to successfully pass a criminal background check.

APPLICATION DEADLINE: **November 14, 2017**