

**The Schools of Paragon
Job Posting**

Job Title: Secretary and Receptionist

Campus: Dartmouth (1501 Dartmouth Avenue , Austin TX 78757)

Start Date: 8/1/2017

Description: This is a full time position for the 2017-18 school year. It involves working as a receptionist at an elementary school and as a secretary for the school's headmaster

Qualifications:

Experience working as an administrative assistant and or receptionist.

Excellent organizational and communication skills.

Working knowledge and experience using standard business software: Microsoft Office Suite, Google Docs, Dropbox, etc.

A great eye for detail.

Experience working in a school environment is a plus.

Responsibilities:

Answer phone, greet guests, assist parents, students and teachers.

Work with school administrator to operate school through calendaring, correspondence, and various administrative tasks.

Reports to: Headmaster

To Apply: If you meet the qualifications listed above, please e-mail a cover letter and a current resume to: dave@paragonprep.com