



EMPLOYMENT VACANCY

POSITION:	Part-Time High School Secretary
GENERAL	To provide quality support to administrators, staff, students and communities served by organizing office duties, activities and information through a commitment to customer service.
PURPOSE:	
JOB PRIORITIES:	<ul style="list-style-type: none">▪ Serve internal and external customers with highest quality clerical work, respect and service.▪ Carry out clerical functions with highest professionalism.▪ Relieve administrator of details and projects by taking initiative to manage the work flow of the office.▪ Identify and arrange office priorities so EHOVE students, staff, parents and community are well served and valued.
COMPETENCIES:	<ul style="list-style-type: none">▪ Customer-service orientation, exceptional interpersonal skills, above-average verbal and written skills, ability to function as a team, high planning, organizational and time-management skills, keen attention to detail, high initiative and self-direction, ability to multi-task, tolerance for stress and interruptions, pride in workmanship; committed to making and keeping EHOVE an exceptional community organization, committed to improvement.
QUALIFICATIONS:	<ul style="list-style-type: none">▪ High school diploma and satisfactory pre-employment test scores.▪ Evidence of post-secondary training through own initiative.▪ Meets all mandated health requirements.▪ Documentation of clear criminal record (BCI/FBI).▪ Understands position's role as liaison with internal and external customers.▪ Ability to maintain confidentiality and use discretion in work.
SALARY:	Commensurate with experience and education.
APPLICATION DEADLINE:	March 31, 2017 or until filled
HOW TO APPLY:	Submit EHOVE application and resume to : (Applications available on our website: www.ehove.net click on About EHOVE, EHOVE Jobs, Non-Certified Job Application) Dave Jenkins, Director of Operations EHOVE Career Center 316 West Mason Rd. Milan, OH 44846 419.499.4663 x325 djenkins@ehove.net ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
DATE POSTED:	March 2, 2017