

POSITION OBJECTIVE:

Fuchs Mizrachi School is seeking a dynamic, organized, and experienced Administrative Assistant to join our Junior High team. The successful candidate will provide administrative support, manage school operations, and ensure excellent customer service.

GENERAL RESPONSIBILITIES:

- Greet and assist visitors, parents, and students in person and on the phone.
- Assist with the coordination of student and staff activities, including scheduling and organizing meetings, arranging transportation and food & beverage needs, as well as providing support for school events.
- Maintain accurate and up-to-date student, staff, and school records and accounts.
- Handle student and staff inquiries, address issues, and troubleshoot problems.
- Ensure the office is well-stocked, organized, and clean.
- Monitor student attendance and records.
- Create and distribute correspondence, such as emails, letters, and memos.
- Assist with budgeting and bookkeeping tasks.
- Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum of 2 years of administrative support experience.
- Knowledge of office software, such as Microsoft, Google and Veracross.

Fuchs Mizrachi School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability, or genetics. For more about our school, please visit our website at <https://www.fuchsmizrachi.org/>

For further details about this opportunity, or to hear more about the community, please contact our High School Principal, Rabbi David Teller (dteller@fuchsmizrachi.org).

To apply for this position please send a letter of application and a resume to hr@fuchsmizrachi.org.

