



POSTING

Anticipated Openings 17-18
Two (2) Part Time School Receptionists
Deane-Porter School

REQUIREMENTS:

- Maintain confidentiality
- Manage Visitors
- Support School Security Protocols
- Good organizational and clerical skills
- Work with frequent interruptions
- Communicate effectively – both verbally and in writing
- Establish and maintain effective working relationships
- Routine keyboarding experience and use of office equipment
- Respond to situations, seek assistance should emergencies arise
- Criminal History background check and proof of U.S. citizenship or legal resident alien status

TERM:

September 1, 2017 - June 30, 2017

AM: 8:15 am - 11:45 am

PM: 11:45 am - 3:15 pm

SALARY:

Negotiable

TO APPLY:

Interested applicants should apply at:

njschooljobs.com

or

Email a letter of interest, resume, and references to:

humanresources@rumsonschool.org

DEADLINE: June 8, 2017

An Equal Opportunity Employer