

POSITION	Satellite Support Secretary
LOCATION	Central Office
GENERAL DESCRIPTION	<p>The Satellite Support Secretary is responsible for the anticipation, coordination, and completion of all administrative work to support two supervisors and the teachers within their respective regions with the goal of improving efficiency of the team.</p> <p>Tasks include but are not limited to:</p> <ul style="list-style-type: none">• Communicating with professionalism and discretion via email, telephone, and in-person;• Managing multiple budgets;• Supporting the district's purchasing processes;• Scheduling, planning, supporting meetings and events;• Utilizing Google Drive and other online tools for document management and collaboration; and• Coordinating travel arrangements for large groups
QUALIFICATIONS	<ul style="list-style-type: none">• High School diploma with secretarial experience;• Proficient in Microsoft Office Suite or similar software with the ability to learn new or updated software (Software credentials/certifications preferred) ;• Excellent typing/keyboarding skills;• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;• Service minded, congenial, and courteous demeanor;• Willingness/ability to work as a team member;• Excellent problem-solving skills, organizational skills, and ability to prioritize work;• Valid driver's license with access to personal insured vehicle during work hours;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
STARTING DATE	As soon as possible
SALARY	Starting at \$43,737 – 56,849 based on experience
BENEFITS	Our comprehensive benefits package includes medical, dental, vision, and life insurance; tuition reimbursement; paid sick and vacation time
WORK YEAR	260 days/year (12-month calendar); 8 hours/day
DEADLINE	Until filled
APPLY TO	Butler Tech Careers