

EMPLOYMENT OPPORTUNITY

POSITION	Tech Savvy Central Office Secretary
LOCATION	Central Office
GENERAL DESCRIPTION	We are seeking a friendly, organized, and tech-savvy individual to join Butler Tech as a Central Office Secretary.

The Central Office Secretary provides technical and clerical support to the Information Technology Department and also serves as the first point of contact for visitors and incoming calls to Butler Tech's Central Office while. This role balances "back-of-house" technical systems support with "front-of-house" hospitality. The hours for this position are Monday – Friday 7:00 am to 3:30 pm.

QUALIFICATIONS

- Minimum of high school diploma or equivalent;
- Prior secretarial or receptionist experience is a plus;
- Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems, with experience with asset management and purchasing software preferred;
- Strong organizational, multitasking, and time-management skills;
- Ability and desire to work with technical staff, equipment and software;
- Excellent typing/keyboard skills;
- Willingness and ability to work with students and staff as a team member;
- Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;
- Service-minded and customer-focused, with a professional and welcoming demeanor;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Ability to maintain confidentiality in all district matters;
- State-issued identification card with photograph;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

START DATE	As Soon as Possible
SALARY	\$43,737 – 56,849
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays and vacation time
WORK YEAR	260 days (12-month calendar); 8 hours/day; 1 st Shift
DEADLINE	Until Filled
APPLY TO	Butler Tech Careers