

**PLEASE POST**

September 4, 2020

## **ANNOUNCEMENT OF VACANCY**

The following Classified position exists in the Bluffton-Harrison Metropolitan School District.

### **BLUFFTON-HARRISON ELEMENTARY SCHOOL**

## **SECRETARY**

- **Starting date: early to mid-October, 2020**
- **Starting wage \$12.21**
- **7.5 hours/day**
- **9 Month work schedule during school year**
- **Benefits available**

#### **Desired Qualifications:**

- **Customer Service Oriented**
- **Advanced Computer Skills with Google suite (gmail, calendar, slides, sheets, etc.)**
- **Written communication skills for composing and editing documents**
- **School-wide data and calendar management**

Any qualified person wishing to be considered for the above position should complete a classified employee application and submit it to Mrs. Schlaura Linderwell. Any questions regarding this position should be directed to Mrs. Linderwell at 260-824-0333 or [slinderwell@bhmsd.org](mailto:slinderwell@bhmsd.org)