



Linden Christian School Administrative Assistants (Full-time)

Applications are being accepted for two full-time positions: Administrative Assistant – Early Years/School Projects and Administrative Assistant – Middle Years/Senior Years. A minimum of three years experience in an administrative or senior secretarial position is required. Strong interpersonal, organizational and time management skills are required with the ability to meet multiple demands in a busy office environment. The ability to work independently yet effectively as a team member is essential. Candidates must have excellent keyboarding/computer skills (Microsoft Office). Training will be provided with software as it specifically relates to a school setting. Applicants must be willing to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment and demonstrate confidentiality relating to all school issues. Please submit your résumé to Mrs. Angela Mospanchuk, Executive Assistant to the Principal, in person or via email, amospanchuk@lindenchristian.org. **Closing date for applications is Monday, February 6, 2012.** Only those applicants being considered for the position will be contacted to arrange an interview.

