

ANNOUNCEMENT OF VACANCY

POSITION: **MAIN OFFICE RECEPTIONIST/ ADMINISTRATIVE ASSISTANT**

START DATE: Immediate

POSITION REQUIREMENTS: Microsoft Office Professional 2013, Windows 7 and data processing proficiency required; courteous telephone manner; ability to balance multiple assignments and accept direction, prioritize work, initiate tasks, meet deadlines and work independently; strong organizational and interpersonal skills; ability to work as a team player, maintain confidential and mature decorum; ability to operate general office equipment.

PERFORMANCE RESPONSIBILITIES: Serve as main office administrative assistant; provide secretarial and clerical support to the administrative offices; promote a client-centered approach, handles all tasks in a professional manner; schedule substitutes. Provide student and staff attendance services as assigned by the Administration. Record and submit Sunshine Committee minutes.

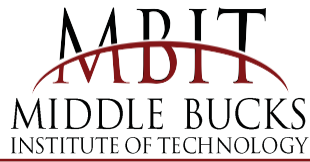
TERM OF EMPLOYMENT: 10 Month Position - M - F 7:30 to 4:00 (with a 30-minute lunch)

COMPENSATION PLAN: \$17.50/hour with benefits

DEADLINE FOR APPLICATIONS: Until the position is filled

FORWARD CREDENTIALS TO: Human Resources Department
Middle Bucks Institute of Technology
2740 York Road
Jamison, PA 18929
HR@mbit.org

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2740 York Road, Jamison, Pennsylvania 18929
(215) 343-2480 Fax (215) 343-8626 www.mbit.org

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