

*MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
2740 OLD YORK ROAD
JAMISON, PA 18966
215-343-2480
www.mbit.org*

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, handle 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 Old York Road
Jamison, PA 18929
HR@mbit.org

EOE