Administrative Assistant
Archangels Catholic High School | Humphrey, Nebraska

Archangels Catholic High School is seeking an organized, resourceful, and welcoming Administrative Assistant to support the daily operations of our school. The ideal candidate will demonstrate strong communication skills, a commitment to our mission and Catholic faith, and a desire to serve students, faculty, and staff.

Responsibilities include:

- Provide administrative support to the principal and school staff.
- Greet visitors, answer phone calls, and respond to inquiries with warmth and professionalism.
- Assist with school communications, calendars, scheduling, and recordkeeping.
- Maintain accurate records and handle confidential information with discretion.
- Help coordinate school events and daily office activities.

Desired qualifications and qualities:

- Strong verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks, take initiative, and adapt to changing needs.
- Resourcefulness and a collaborative approach to problem-solving.
- Proficiency with computers and willingness to learn school software.
- A commitment to supporting the school's mission, upholding Catholic values, and fostering a welcoming, faith-filled environment.
- Previous office or administrative experience preferred.

To apply: Please submit cover letter and resume with references included, to Jennifer Dunn at jdunn@achs.esu7.org.