

# School Administrative Unit #101

## Wakefield School District

**Position: Administrative Assistant Paul School**

The Wakefield School District is seeking a self-motivated, organized and detail oriented individual to serve at the Paul School as an Administrative Assistant.

**General Description:**

The school Administrative Assistant assists with the day to day operations of the school's main office.

**Qualifications:**

Candidate will possess strong interpersonal and communication skills.

Must possess strong knowledge of budgeting and finance operating systems.

This position requires a detail oriented, organized individual.

Must be computer proficient, able to multi-task, work as a team member or independently.

Maintain appropriate level of confidentiality and possess effective written and verbal communication skills.

Responsible for answering phones, performing clerical duties and data entry.

Mail resume and support application form on the SAU101.org website

Wakefield School District

76 Taylor Way

Sanbornville, NH 03872 or email: [info@sau101.org](mailto:info@sau101.org)