



SHALOM SCHOOL . בית ספר שלום

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Shalom School is seeking a temporary maternity leave Office Assistant; the position is available August 1 through November.

Shalom School's Office Assistant plays a vital and multi-faceted role in the life of the school. Often the first person encountered by visitors and community members, he or she sets the tone for each visitor's impression of our community.

The office assistant supports all aspects of the administration of the school. He or she:

- Answers phones, screens calls, and takes messages; greets and directs visitors; schedules appointments; and helps maintain calendars
- Prepares documents, labels, and mailings; maintains electronic files of school documents; and prepares bank deposits
- Manages forms, paperwork, filing, student records, and database entry and maintenance
- Assists in administering medications, keeping medical records, and communicating with parents and staff about student medical needs
- Supports the work of the Admissions Coordinator, Development Coordinator, and Business Officer
- Helps with various projects and specific tasks assigned by the Head of School
- Completes other duties as assigned

The ideal candidate will have strong customer service skills, familiarity with Microsoft Office applications, and the ability to manage multiple priorities. Salary commensurate with experience. Interested candidates should submit a resume and cover letter to Nancy Leaderman at nleaderman@shalomschool.org.