

## SOARING EAGLE ACADEMY



**Position:** Office Manager  
(Full time position)

**Qualifications:** High School diploma or GED equivalent. Some college/post secondary education preferred. Experience in a clerical or Para-professional position. Skill using office equipment, including advanced word processing and data management. Excellent interpersonal skills. Attention to detail and conscientiousness. Ability to respect families and children with special needs.

**Job Description:** Perform secretarial and clerical duties. Responsible for greeting visitors, answering and routing phone calls, collecting daily student attendance, typing letters, memos and reports, setting up and maintaining files and record systems, sorting mail, office supplies and equipment monitoring and maintenance, and assisting administration, staff, students and parents by performing related secretarial work. Related duties as assigned.

**Salary:** Competitive and commensurate with experience

Soaring Eagle Academy is an Equal Opportunity Employer.