

January 16, 2024

NOTICE

POSITION OPENING

OFFICE RECEPTIONIST (6-12)

Applicant to display strong secretarial skills, particularly in Microsoft Office, Publisher and Excel programs, with knowledge of the Google Suite. Applicants should be familiar with and be able to practice appropriate office protocol for communications, including multi-line phone, correspondence and email. Candidate must work well with students and adults, with first aid and CPR training preferred.

Please send letter of interest and resume to:

Mrs. Jessica VanderBrook, MS/HS Principal, Lake City Area Schools PO Box 900
Lake City, MI 49651 Or send electronically to: **jvanderbrook@lakecitytrojans.org**

Deadline – January 29, 2024