



CENTRAL CATHOLIC
HIGH SCHOOL

Job Posting – Main Office Administrative Assistant

Full-Time Main Office Administrative Assistant (12-month position)

Central Catholic High School in Toledo, Ohio is seeking a full-time Main Office Administrative Assistant. The responsibilities of this position include answering phones, meeting and greeting visitors, tracking attendance, helping ensure the safety and security of all students, faculty, staff, and visitors, as well as general administrative assistant tasks. Successful candidates must possess strong communication, organizational, and interpersonal skills. The individual must be computer proficient and have knowledge on PowerSchool, Microsoft Office, and Google Suite. All applicants must also have the willingness to support the mission and vision of Central Catholic High School. Interested candidates should send a cover letter with salary requirements and resume to the attention of Mrs. Becky Schmakel at jobs@centralcatholic.org.