

**Bloomfield
Public Schools**

Job Posting

Career Opportunities for District Employees

**Administrative Secretary Position
12 Month
Administration Building
Facilities Department
January 2022**

QUALIFICATIONS:

- Proficiency on computer and in software applications and programs
- Strong administrative and organizational skills
- Ability to work well with staff
- Ability to understand district policies, procedures and to execute them accurately/consistently
- Effective communication skills verbally and in writing
- Experience in Systems 3000 Preferred
- Bilingual Preferred
- Criminal History Review required

POSTING DATE: November 22, 2021

EFFECTIVE DATE: January 3, 2022

SALARY: As per the negotiated agreement

APPLICATION PROCEDURES:

A letter of interest and resume can be submitted to:
kathy.miller@bloomfield.k12.nj.us

DEADLINE FOR APPLYING: November 30, 2021

Bloomfield School District is an Equal Opportunity Employer