

Full Time Confidential Secretary

- **HS diploma or equivalent required.**
- **Minimum 2 years of secretarial experience (school experience preferred).**
- **Experience with student management tracking to include student enrollment, registration, and attendance. (preferred)**
- **Experience with RealTime Student Information System. (preferred)**
- **Proficiency in Microsoft Office Suite and Google Suite.**
- **Demonstrated ability to communicate effectively, both orally and in writing.**
- **Must demonstrate the ability to maintain confidentiality.**
- **Strong interpersonal skills with the ability to interact with all stakeholders in an effective manner.**
- **Demonstrate the ability to work independently.**
- **Ability to create a welcoming environment for all stakeholders to include creating smooth and efficient operation of the school and office.**
- **Required criminal history background check and proof of U.S. citizenship or resident alien status.**
- **Resident of New Jersey.**

Apply to:
Dr. Joseph E. Flynn, Superintendent
Allamuchy Township School
PO Box J
Allamuchy, NJ 07820
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