

Employment Opportunity at Saint George Greek Orthodox Church in Hamilton, NJ

The Saint George church office is seeking a part time office administration assistant to join its staff and help with managing the day to day operations and provide overall support in the office.

Compensation is competitive and childcare will be included during the operating hours of our Preschool and the given work hours. All applicants please send cover letter/resume to:

admin@stgeorgehamilton.com

Qualifications/Requirements:

- At least one year office /administration work experience; some accounting experience preferred
- Strong verbal and written communication skills in English; additional command in Greek language preferred
- Strong computer skills (email, website navigation, internet, Microsoft office suite, Excel, Publisher)
- Discretion and sound judgement, must be able to handle sensitive and confidential information appropriately
- Flexibility to work outside regular work hours if needed and willingness to learn new computer programs
- Exceptional interpersonal skills in dealing with all levels of management and ability to follow through
- Must be at least 18 years old with authorization to work in the U.S.A., and willing to take a drug test