



Posted 10/26/23

Apollo Career Center is accepting applications for the position of:

ADMINISTRATIVE SECRETARY

STARTING DATE:	As soon as possible.
REPORTS TO:	Director of Adult Programs
SALARY RANGE:	<ul style="list-style-type: none">• based on appropriate salary schedule, commensurate with education and experience
BENEFITS:	<ul style="list-style-type: none">• medical/dental Insurance• life insurance• sick/vacation/personal leave
WORK WEEK/YEAR:	<ul style="list-style-type: none">• Monday - Thursday (9:30 a.m. – 6:30 p.m.) and Friday (9 a.m. – 1 p.m.) <i>Work week is generally four 9-hours days and one 4-hour day.</i>• 12-month employee
MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none">• very strong Excel, Word, and administrative secretary skills• proficient in office procedures and the ability to learn new software programs• ability to communicate effectively and pleasantly with a wide variety of individuals including students, staff, parents and the public• ability to pass BCI and FBI background checks• excellent organizational skills• ability to work independently and as a team player• effective communication skills
RESPONSIBILITIES:	<ul style="list-style-type: none">• to serve as an administrative secretary to the Director of Adult Programs and program managers as assigned, assisting with all daily tasks to ensure that the adult education office and programs operate efficiently and effectively
MATERIALS TO SUBMIT:	<ul style="list-style-type: none">• application (available at: https://www.apollocareercenterhs.com/jobs-at-apollo/)• resume
APPLICATION DEADLINE:	November 10, 2023
APPLY TO:	Kayce Prinsen, Office Manager Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1454 Phone: 419-998-2960 Email: kayce.prinsen@apollocc.org

It is the policy of the Apollo Joint Vocational District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, sex, religion, disability, or age.