JOB SEARCH | Office Work **15 February 2020**

PRIVATE SCHOOL IN TREVOSE PA. SEEKING OFFICE ADMINISTRATOR TO WORK WITH THE HEAD OF SCHOOL . ANSWER PHONES .HELP ANSWER QUESTIONS FOR PARENTS ETC. MUST BE SMART SPEAK WELL LOVE THE SCHOOL ENVIRONMENT.NEAT CLEAN ORGANIZED. HOURS 8:30 - 1:00 MON -FRI PLEASE EMAIL INFO@TREVOSEDAYSCHOOL.ORG

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