ANNOUNCEMENT OF VACANCY

The following Classified position exists in the Bluffton-Harrison Metropolitan School District.

**BLUFFTON-HARRISON ELEMENTARY SCHOOL**

**SECRETARY**

- Starting date: early to mid-October, 2020
- Starting wage $12.21
- 7.5 hours/day
- 9 Month work schedule during school year
- Benefits available

**Desired Qualifications:**
- Customer Service Oriented
- Advanced Computer Skills with Google suite (gmail, calendar, slides, sheets, etc.)
- Written communication skills for composing and editing documents
- School-wide data and calendar management

Any qualified person wishing to be considered for the above position should complete a classified employee application and submit it to Mrs. Schaura Linderwell. Any questions regarding this position should be directed to Mrs. Linderwell at 260-824-0333 or slinderwell@bhmsd.org