

Overbrook Academy
60 Austin Avenue
Greenville, RI 02828

Administrative Coordinator- Catholic Girls Boarding School

Minimum 5 years' experience in Business Management with at least three years in specialized field of Business, Accounting or Administration.

- Must possess strong general business and administrative skills.
- Demonstrate ability to exercise sound judgment and manage stressful situations.
- Demonstrate capacity for leadership and teamwork.
- Possess excellent written and oral communication skills.
- Proficiency in computer applications is a requirement.
- Experienced in the Education field is a plus.

The selected candidate for this position will be required to complete training for Safe Environment for Children and follow the procedures and guidelines set by our organization.

Interested individuals please send resume and references to:
Kelly Carello, Business Manager, kellycarello@ovrbrk.org.