



Our Lady of Mercy School seeks an office manager and admissions coordinator beginning immediately. This is a fast-paced position requiring self-direction, flexibility, excellent organizational skills, a facility with various technological platforms, and a facility in communicating effectively with every member of the school community. The office manager is the face of the school; professionalism, discretion, positivity, and a commitment to the school's mission are vital for the role. The position is hired by the pastor in conjunction with the principal and reports to the principal.

Responsibilities

- Supporting and upholding the mission and teachings of the Catholic Church in word and deed
- Supporting and adhering to the Code of Conduct and policies and procedures of Our Lady of Mercy School and the Diocese of Providence
- Demonstrating professionalism in conduct, demeanor, and work habits
- Maintaining confidentiality regarding school matters
- Serving as the school's first point of contact for families and visitors
- Serving as the school's first point of contact over the phone
- Delivering phone messages to faculty and staff
- Sorting mail and distributing to faculty and staff
- Maintaining school files in an organized and professional manner
- Providing necessary information and supplies to teachers, staff, and families
- Overseeing funds held in the school safe and ensuring their transmission to appropriate parties.
- Managing student attendance, including the recording of tardies, absences, and early dismissals
- Organizing all communication between the school and families according to the direction of the principal
- Completing the daily bus list to ensure students are taking the appropriate transportation home
- Serving as the primary point of contact for prospective families
- Maintaining admissions files for all prospective students and communicates regularly with the principal regarding prospective students.
- Performing other necessary duties as assigned by the principal to ensure the smooth operation of the school

To Apply

- Please send resume and letter of interest to Mr. Patrick McNabb at pmcnabb@olmschool.org.

Striving to be Saints and Scholars