



ADMINISTRATIVE ASSISTANT

The Diocese of Superior is seeking a full-time administrative assistant at the Chancery in Superior. The administrative assistant provides clerical and administrative support for the activities and special projects of the Chancellor, Director of Administrative Services and Charter for Youth Protection Coordinator.

Qualifications: The ideal candidate must have a high school diploma / equivalent and at least one year of post high school administrative / clerical assistant training, or one year of work experience as an administrative assistant; proficient in the use of Microsoft Office (Word, Excel, Access, Power Point, Outlook, and Publisher) and the use of general office equipment; ability to prioritize work; strong attention to detail, proofreading, problem solving, organizational and time management skills. This person must be a practicing Catholic.

Letter of interest, resume and references to be submitted by 5/6/2019 to Daniel Blank, Director of Administrative Services, at dblank@catholicdos.org