



Memo

Date: January 21, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

The Office of Finance for the Archdiocese of Atlanta has an immediate opening for a full-time **administrative assistant**. The administrative assistant provides administrative support and related office services to the members of the accounting and finance teams. These responsibilities include, but are not limited to, receiving and placing calls; scheduling appointments; arranging meetings and events; preparing written communications; processing mail; overseeing inventory of office supplies; placing orders; establishing and maintaining comprehensive filing system for department. Qualified candidates must possess the following: high school diploma or GED; two to three years of experience working in an administrative support role; excellent computer skills to include an intermediate working knowledge of Microsoft Office Software (Word, Excel and Outlook). Must have the ability to maintain confidentiality; positive working attitude and ability to work well in a project team setting. Strong communications (verbal and written) and organizational skills are a must. Cover letter (with salary requirements) and resume should be submitted to the Office of Human Resources of the Archdiocese of Atlanta, catholicjobs@archatl.com. **No Phone Calls please.**

Immaculate Heart of Mary School, a K-8 elementary school located off I-85 in Atlanta, welcomes **teacher** applications for the 2020-2021 school year. Teaching certification required. We offer a competitive salary, a full benefits package and a family-like working environment. Please send cover letter and resume to Kellie DesOrmeaux, Principal, 2855 Briarcliff Road, Atlanta, GA 30329, kdesormeaux@ihmschool.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of January. Thank you.