



# Diocese of Laredo Job Posting

Posting Date: November 17, 2021

Application Deadline: Until Filled

<b>Position:</b> Secretary – Catholic Schools Office	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Two years of higher education or equivalent experience in secretarial/administrative assistant work. Be self-motivated, possess interpersonal and organizational skills. Must be able to work independently, exercise discretion and judgment. Have strong command of Excel, Publisher and Power Point. Knowledge in computer technology, software, and office equipment. Must be bilingual, English and Spanish.	
<b>Start Date:</b> Immediate	<b>Location:</b> Pastoral Center
<b>Position Status:</b> Full-Time, 32 hours per week	<b>Work Schedule:</b> Monday – Thursday, and as needed

### Position Summary:

Requires the fulfillment of administrative and secretarial duties including the preparation of letters, reports, and the operations of common office equipment and computers. Responsible for all the office work, includes but not limited to compliance, accuracy, timeliness and professionalism.

### Essential Duties, Functions and Responsibilities:

- Perform multiple secretarial duties with discretion.
- Handle incoming calls and visitors to the office.
- Handle correspondence to include, letters, reports and articles.
- Maintain a satellite network.
- Compose, type and file routine correspondence and other records.
- Maintain calendar for office and supervisor.
- Assist in the hospitality setup for meetings and events.
- Maintain a current inventory of all service documentation, i.e. Tuition assistance applications.
- Prepare announcements in English or Spanish.

### Additional Requirements- Skills, Certifications, and Licenses:

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and transportation.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources  
Diocese of Laredo  
1901 Corpus Christi St.  
Laredo, Texas 78043  
(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

*We are the Diocese of Laredo!*

The diocese reserves the right to revise, rescind or extend this job announcement