

Bayonne Board of Education

Job Posting

TITLE: **Executive Administrative Assistant – Central Office**

QUALIFICATIONS:

1. High school diploma or equivalent
2. Minimum of two years of secretarial experience in the Bayonne Board of Education
3. Knowledge of all office equipment and efficient office procedures
4. Exceptional written and oral communication skills, including excellent editing and proof reading skills
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

TERMS OF

EMPLOYMENT: Twelve Month Employee
Stipend to be established by the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation

APPLICATION DEADLINE: February 10, 2022

To apply, please use the Frontline website for our district:
<https://www.applitrack.com/bboed/onlineapp/>

The Bayonne Board of Education is an Equal Opportunity Employer