



## BLESSED SACRAMENT SCHOOL

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### Job Opening

Position – School Administrative Assistant (Full - Time)

Blessed Sacrament School in Belleville, Illinois is currently seeking an Administrative Assistant . The ideal candidate will be excited to work in a faith-filled environment with an energetic and welcoming faculty and staff. Candidates should be competent in computer skills, answering phones, welcoming office visitors, and handling everyday school office business. Candidates should enjoy working with children and adults.

### To Apply:

Email or mail cover letter and resume to:

Ms. Claire Hatch (Principal)

Email: [chatch@blessedsacramentbelleville.com](mailto:chatch@blessedsacramentbelleville.com)

Mail: Blessed Sacrament School

8809 West Main

Belleville, Illinois 62223

Call Ms. Claire Hatch, principal, for more information: 618-397-1111

The candidate should be prepared to be in compliance with Diocesan Child Protection Procedures. Employment is contingent on the successful completion of a background check. Information can be found at <http://www.diobelle.org/faith-formation/child-protection>

Salary Range: \$31,000 - \$40,000 (salary based on experience and qualifications)

**BENEFITS:** Interested candidates can view a list of benefits on the diocesan website at

<https://www.diobelle.org/temporal-affairs/human-resources/employment-opportunities>