



EMPLOYMENT OPPORTUNITY



Cornerstone Presbyterian High School
74 ½ Miles Philip Goldson Highway
P.O. Box 232, Corozal District, Belize, C.A.



670-2614



lhrocksjesus@gmail.com

CORNERSTONE PRESBYTERIAN HIGH SCHOOL IS SEEKING APPLICATIONS FOR THE POSITION OF
OFFICE ASSISTANT



JOB DESCRIPTION

Provide administrative support, assist with communications, and help maintain an efficient, organized office environment.



KEY RESPONSIBILITIES

- Assist in the management and filing of documents, ensuring confidentiality
- Assisting with the preparation of school activities
- Managing office supplies and inventory
- Providing general administrative support to the teaching staff
- Assisting with student enrollment and registration processes
- Supporting the school's Christian values and fostering a positive, welcoming environment



QUALIFICATIONS

- High school diploma required.
- Prior experience in office administration or a similar role is a plus
- Strong organizational and multitasking skills
- Excellent communication skills, both written and verbal
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to handle sensitive information with discretion
- Strong work ethic and attention to detail
- Passion for supporting Christian education and values
- Ability to work independently and as part of a team
- Prior experience in a school or educational setting is a bonus



APPLICATION PROCESS

The following documentation needs to be submitted for application to be considered:

- a Job application letter
- b Two (2) letters of recommendation
- c Certified copy of birth certificate
- d Certified copy of social security card
- e Medical certificate
- f Recent police record
(or certified receipt of application)
- g Copy of high school diploma
or its equivalent



**INCOMPLETE APPLICATIONS
WILL NOT
BE CONSIDERED.**



REMUNERATION:

As per the school's
pay scale structure.

*Join our team and be a part of
shaping lives for eternity!*



Building Christian Character. Preparing for Life. Impacting Eternity.