

The Montessori School of Kalamazoo seeks an Administrative assistant. Duties include answering phones, greeting visitors, preparing mailings, managing records/data base and general administrative support. Excellent communication and organizational skills required. Minimum two year college degree or two years of experience as an administrative assistant. Proficient with Microsoft suite. Competitive wages and benefits. EOE

Interested candidates should send their resume to [susan@themontessorischool.org](mailto:susan@themontessorischool.org). Posted until Filled.