

Administrative Assistant Position - The Jesuit Retreat Center of Los Altos

Responsibilities:

- Provide general administrative and clerical support
- Greet visitors
- Answer phone calls and general emails
- Filing, copying, printing
- Sort and distribute incoming mail
- Help sending out confirmation emails for retreats
- Working knowledge with MS Office
- Learn and use the Retreat Manager (RM) reservation software

Qualities:

- Fluent in English
- Excellent interpersonal skills
- Friendly and can work within a team
- Strong attention to details and organizational skills
- Positive problem-solving attitude
- Willingness to learn
- Dependable and hard-working

- Background checks required
- Full-time from Monday to Friday
- Salary: \$20 an hour

For more information or to interview, contact Fr. Chi Ngo, SJ at cngo@jrclosaltos.org