



MGS Job Vacancies

Metamora Grade School District #1 announces the following vacancy:

Secretary – Main Office

Requirements:

- Office Management and Technology Skills (proficient in word, excel, publisher, quicken, etc.)
- Financial and Basic Accounting Skills
- Ability to work effectively with all groups of people/positive communication skills
- Self-Motivated
- Ability to maintain strict confidentiality

Resume submission deadline: Friday May 18, 2018

Please submit resume and a letter of interest to:

Marty Payne
Superintendent
815 E. Chatham
Metamora, IL 61548

District #1 is an Equal Opportunity Employer