

The Potter's House
Admissions and Business Office Assistant – Full-time

The Potter's House is accepting applications for the position of Admissions and Business Office Assistant. The Potter's House is an innovative, urban school with a 36-year history of providing Christ-centered education to children of all ethnic heritages and income levels. The successful candidate will have a personal relationship with Jesus Christ, is an active member of a Christian church, and is skilled at working collaboratively with faculty, students, and parents in commitment to the mission of The Potter's House.

Qualifications: Candidates should have 2-3 years business office or secretarial experience, speak and comprehend Spanish and English fluently, have a working knowledge of Microsoft Office Suite with an emphasis on data entry and reporting; strong attention to detail, excellent written and verbal communications skills, and able to multitask and work efficiently under pressure.

To apply, please send your letter of interest, resume, and completed employment application to: The Potter's House School; Attn: Sandra Gardner; 810 VanRaalte Dr SW Grand Rapids MI 49509; or e-mail sgardner@tphgr.org.