



## **Blessed Sacrament Catholic Church**

624 Miccosukee Road  
Tallahassee, FL 32308

# **NOW HIRING: Front Office Administrative Assistant**

Blessed Sacrament Parish Office is accepting resumes for the position of Front Office Administrative Assistant. The ideal candidate has front office/reception experience, able to multi-task, welcoming, has strong computer skills, and has experience in a front office setting.

Active Catholics are preferred.

**Flexible Options:** Full time (with benefits), part time, or summer only full time (great for teachers). Monday – Friday 9am to 4pm

Salary based on experience.

**Minimum of \$12 per hour.**

Please email your resume with a cover letter to  
Michelle Sproul, Office Manager,

**[office@bsctlh.com](mailto:office@bsctlh.com)**.