



MEMORIA PRESS

ADMINISTRATIVE ASSISTANT, SCHOOLS DIVISION

About

Memoria Press is seeking a full-time Administrative Assistant for the Schools Division. We are a local, family-run publisher of classical Christian materials for homeschool families and private schools.

Position Synopsis

The Administrative Assistant for the Schools Division supports the team of people who work to further the mission of Memoria Press particularly in school settings. The Administrative Assistant plays an instrumental role in enabling the team to provide excellent customer service to schools and in facilitating a wide array of business initiatives.

Necessary Qualifications & Qualities

- Bachelor's Degree (completed or pursuing)
- Proficient in word processing, spreadsheet, and email applications
- Excellent command of the English language, including grammar, spelling, and style
- Ability to multitask, prioritize, and manage time efficiently while meeting deadlines
- Knowledge of (or willingness to learn about) company's educational philosophy and ability to communicate it at a basic level

Application

- Submit CV with cover letter to schools@memoriapress.com