

**Job Title:** Auxiliary Clerk - Ordering

**Location:** Our Lady of the Visitation School

**Position Type:** Part-time

**Hours:** 10-30 hours per week, highly flexible

**Position Overview:** We are seeking a highly organized and detail-oriented individual to join our team as an Auxiliary Clerk specializing in ordering, tracking, and distribution. This position requires strong math proficiency, exceptional organizational skills, and the ability to work effectively in a fast-paced environment.

**Key Responsibilities:**

Place orders with suppliers according to needs  
Maintain accurate records of orders and equipment  
Monitor product quality and report any discrepancies or concerns  
Keep school employees and volunteers up to date with Safe Parish  
Schedule families for Parent/Teacher Conferences

**Qualifications:**

- High school diploma or equivalent
- Previous experience in a clerical or administrative role preferred
- Strong math skills and attention to detail
- Excellent organizational and time management abilities
- Ability to work independently and prioritize tasks effectively
- Proficiency with computer systems and software, including MS Office Suite

Interested individuals should email a letter of interest with salary requirements and a resume to Quint Robinson, Director of Administration and Operations for the Divine Mercy Family of Parishes at: [qrobinson@divinemericyfam.org](mailto:qrobinson@divinemericyfam.org)