



School Secretary
Beginning August 15, 2017

Hillel Torah North Suburban Day School (Skokie, IL) is seeking a 10 month per year (August-June) school secretary. The ideal candidate will have excellent interpersonal, communication, computer and organizational skills and the ability to handle multiple tasks in a busy office. Prior experience working with children a plus.

Hillel Torah is a preschool through 8th grade co-educational Modern Orthodox Jewish Day School providing excellence in both Judaic (Ivrit b'Ivrit) and General Studies.

Hillel Torah is a vibrant and supportive team-oriented work environment. Salary and benefits commensurate with education and experience.

To apply: Send resume and cover letter to resumes@hilleltorah.org.