



## EXECUTIVE ASSISTANT & OFFICE MANAGER

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The Naval Academy Primary School, a preschool through eighth grade independent school in Annapolis, Maryland, seeks an Office Manager/Executive Assistant to the Head of School. This is a full-time position reporting directly to the Head of School.

NAPS is accredited by the Association of Maryland Independent Schools and is poised to grow and evolve from its strong foundation in holistic, character-based education. The ideal candidate will be a flexible self-starter and team player who is familiar with the NAPS community and culture and can help the school continue to build on its rich history.

### Position Responsibilities:

- Serve as the main point of contact for all teachers and staff in the building regarding supplies, maintenance, and school-wide events
- Manage office supply inventory and orders
- Record minutes during monthly admin meetings and share with the team
- Manage Head of School calendar and maintain school calendar
- Compose and edit school-wide communications
- Provide general support to school visitors
- Participate actively in the planning and execution of company events
- Ensure security, integrity, and confidentiality of school information
- Perform other duties as assigned by the Head of School
- Reconcile credit card statements for the Head of School and others

### Qualifications:

- Previous knowledge of Office Management responsibilities, systems and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Proficiency with multi-line phone systems
- Ability to communicate effectively verbally and in writing
- Aptitude with Apple computers, Microsoft Office, and Google Workspace
- Effective interpersonal skills and ability to interact with the public
- Attention to detail and problem solving skills
- Ability to main confidential information through school and social settings
- Demonstrated sensitivity to the problems and emotional distress of students, parents, and school staff and be able to respond effectively and tactfully

### Contact:

Contact Head of School, Robyn Green ([rgreen@napschool.com](mailto:rgreen@napschool.com)) with resume and letter of interest.