

Position Announcement

Tuesday, January 15, 2008

The Bay St. Louis – Waveland School District
Announces the following vacancy

Clerical/Secretary/Assistant

Department: Business Department

Proficient in Word, Excel, Power Point, Data Bases

Job tasks include but are not limited to the following:

Track, Reconcile purchases/reimbursements

Assist business manager with day to day operations

Communicate with customers, employees, and other individuals to answer questions,
disseminate or explain information.

Possess excellent verbal and writing skills.

Ability to work independently as well as on a team.

Call for information or obtain application by mailing resume to:

Kevin Boyce

Bay St. Louis – Waveland Business Administrator

201 Carroll Ave.

Bay St. Louis, MS 39520

(228) 467-6621

kboyce@bwsd.org

The cities of Bay St. Louis and Waveland are located in Hancock County on the Mississippi Gulf Coast.
We are approximately one hour from the metropolitan area of New Orleans.

The Bay St. Louis-Waveland School District does not discriminate on the basis of gender, race, religion,
color, national origin, age or disability.