

IT Manager/Office Manager

The Sisters of the Most Precious Blood in O'Fallon, MO, seek a self-directed person with excellent organizational ability and three to five years' experience as an IT manager / office manager.

Job Description:

Supervises secretarial staff and coordinates and schedules assignments to equalize work load. Must have strong computer skills including proficiency with all Microsoft Office applications and cloud storage. Experience with database creation and report generation required. Responsible for assisting staff members with trouble-shooting hardware and software issues. Oversees purchase of computer hardware and software, office equipment and supplies.

Requirements:

Bachelor's degree preferred and previous experience working in a business environment required. Supervisory experience a plus.

Please remit cover letter, resume and references to jfreise@cpps-ofallon.org or Jane Freise, 204 North Main Street, O'Fallon, MO 63366.