

St. Christopher Catholic School is now accepting applications for a qualified Office Manager. In order to obtain application materials, interested applicants should visit:

<http://dioceseoflasvegas.org/MasterPageCssImage/BackupPage/Uploads/Employment%20Application.pdf>

**St. Christopher Catholic School**  
**Position Available: Office Manager**

St. Christopher Catholic School is now accepting applications for a qualified Office Manager. Application materials are available for download on this website. Please forward an application, resume, and letters of recommendation to one of the following:

Mail:  
1840 Bruce Street  
North Las Vegas, Nevada 89130

E-mail: [principal@stchrisnlv.org](mailto:principal@stchrisnlv.org)

This is a full-time, 12 month position (Monday through Friday - 7:30 AM-3:30 PM). Candidate must be bilingual; fluency in spoken Spanish. Preferred qualifications include: excellent verbal and written communication skills, demonstrated experience of office technology – specifically Microsoft Office and Quickbooks, and experience in a school environment.

Applications are available through the School Office and the Diocese of Las Vegas website. Interviews will be scheduled following the screening of applications. Applications will be accepted until position is filled. All applicants must be able to pass a background check.