



Berkley Public Schools

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Melissa Ryan
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Melissa F. Coelho
**Executive Assistant and
Human Resources Manager**
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POSTING NOTICE

POSITION: Business and Operations Administrative Assistant

POSITION GOAL: To support the efficient operation of the Business Office by assisting the Director of Business and Operations with financial reporting, payroll, accounts processing, purchasing, deposits, and related administrative functions

Job Description

Please apply via link below:

<https://berkleypublicschoolsma.schoolspring.com/>