



Title: Receptionist

Reports to: Principal

Supervises: N/A

Status: This is an hourly, 40-hr/week position (adjusted summer hours)

Job Description: To be the first point of contact for our members, school families, visitors, and vendors, managing the front desk and handling a variety of administrative and clerical tasks.

Qualifications:

- Proficiency in Microsoft Office Suite and church management software
- Solid written and verbal communication skills
- Excellent organizational skills
- Ability to multi-task and remain unflappable in a busy environment
- Willingness to trouble-shoot with office equipment
- High school degree
- Basic First Aid Certification
- Customer service attitude in a Christian environment – helpful, kind, attentive, friendly, compassionate, tactful
- Collaborative and helpful interactions with co-workers
- Ability to maintain confidentiality in sensitive matters that may arise

Primary Duties and Responsibilities:

- Greet and direct visitors to the appropriate person and office
- Opening the offices at 7:30am (M-F) and closing the office at 4:00pm (M-F)
- Answer, screen and forward incoming phone calls
- Ensure the reception area is tidy, clean and supplied with necessary materials
- Calendar management for church and school events and meetings.
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Receive offerings, and school payments for tuition, lunch, athletics, and childcare
- Advocate for campus security by following safety procedures and alerting the facilities manager to possible concerns
- Monitor Student Attendance
- Manage students with illness and contact parents when needed.
- Manage and keep data regarding funerals, weddings, baptisms, etc.
- Order supplies and keep inventory of office supplies
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties, including monthly mailer, certificates, and elder report.
- Manage supplies for Graceful Grounds and order items as needed.
- Other duties as requested by supervisor