

Position: Receptionist**Job Summary**

The Receptionist will be responsible for answering incoming calls, directing calls to appropriate faculty and staff, mail distribution and providing additional clerical support. The Receptionist is the first point of contact for the Upper School. This position will multi task a variety of front office activities.

Task and Responsibilities:

- Welcome on-site guests, determine nature of business, and announce guest to appropriate personnel.
- Answer incoming telephone calls, determining purpose of callers, and forwarding calls to appropriate personnel or department
- Student Medication Administration/Nursing Duties (MAT Certification Required)
- Assist faculty & staff with scheduling conference rooms
- Assist faculty and staff with clerical duties to include faxing, copying and special projects, as assigned
- Maintain copier, supplies and schedule service for US copiers
- Order US office supplies
- Ensure main voicemail reflects office closing, special events as well as posting office summer hours.
- Answer questions about organization and provides caller with address, directions and other information requested.
- Receive and distribute incoming mail and facsimiles
- Prepare Master Calendar
- Enter Upper School Daily Attendance and follow- up if necessary
- Receive money and issue receipts
- Process and submit payroll hours for US substitutes
- Maintain Faculty & Staff mailboxes
- Other duties as assigned

Knowledge, Skills and Ability:

- Professional attitude and appearance
- Exceptional customer service skills and professional phone manner
- Excellent typing skills, high level of proficiency with general Office Applications (MS Word, MS Excel, MS PowerPoint) and comfort learning new applications as required.
- Excellent organizational skills
- Excellent written and verbal communications skills, including the ability to successfully communicate with the parent, faculty, staff and vendors.