



Job Title:

Front Office Receptionist

Job Description:

This individual will be the “face” of the school for all visitors and will be responsible for first impressions, answering questions, and monitoring the entry of all persons into the school.

Workdays & Hours:

This is a 10-month position (August – May) Monday – Friday 7:30am-4:30pm

Position Summary:

1. Must be able to communicate positively and effectively when dealing with visitors.
2. Serves as the initial point of contact for visitors.
3. Welcomes on-site visitors, answers inquiries, determines nature of business, and provides visitors with instructions, directions, and other pertinent information.
4. Ensures a smooth and efficient operation of the receptionist area.
5. Handles and distributes all mail and package deliveries.
6. Greets and maintains a professional, calm, and courteous demeanor when dealing with visitors.
7. Maintains a neat and organized receptionist area.
8. Projects a cheerful and positive attitude when dealing with the public and staff.

Qualifications:

1. A Christian and active member of a local Evangelical church.
2. Be consistent and reliable.
3. Sign a declaration of ethical and moral integrity.
4. Pass a level 2 state and federal background check.
5. Must be extremely dependable and punctual.
6. Professional appearance and a friendly and personable disposition
7. Strong interpersonal communication skills, including the ability to work cooperatively and courteously with others and communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Salary & Benefits:

1. *Hourly Rate* - \$15.00
2. *Sick/Personal Days* – Full-time employees earn 56 hours of sick leave per annual year.
3. *Tuition Discount* – Employees receive 50% tuition reduction for two of their children.
4. *Health Insurance* – Full-time employees qualify to participate in our group health insurance.
5. *Retirement* – Employees qualify to participate in our group 403B retirement savings plan.