Date Prepared: October 23, 2018

POSITION TITLE: Part time Receptionist/Admin Assistant

FLSA STATUS: non-exempt.

Location: Our Lady of Guadalupe School

REPORTS TO: Francine Kubasek, Principal

PRIMARY PURPOSE: To serve as a primary afternoon receptionist for the school office, in screening calls, answering questions, and resolving problems within the scope of your authority.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:
2 years’ experience working in an office
High school diploma
Bilingual - Spanish
Advanced computer skills – Microsoft Office and Google Suite.
Ability to honor confidential information

DUTIES:

➢ Develops a positive, welcoming and caring climate in the front office.
➢ Greets all incoming students, families and guests respectfully and professionally
➢ Understands, accepts and abides by the school purpose and vision statement in all his/her school activities
➢ Able to communicate effectively, orally and in writing
➢ Arrives punctually, be prepared for each school day, and maintains regular attendance.
➢ Works with courtesy, tact, and diplomacy in dealing with others, and the ability to work cooperatively as part of a team.
Able to establish and maintain satisfactory working relationships with other employees, children and the general public

Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school

Provides for children's personal needs such as attending to those who are sick or hurt; administering medications as prescribed by a physician in accordance with training and authorization.

Receive and refer visitors

Update our student information system (Sycamore)

Distribute mail on a daily basis to appropriate personnel

Manage volunteer noon duty supervisors

Effectively perform all other duties as assigned by Principal and Business Manager

Please email your resume to Martina Looney mlooney@olgvikings.org