

## Receptionist

### Professional Qualifications:

- High school diploma or equivalent with course work in typing or other commercial subjects.
- Knowledge of business English, grammar, spelling, mathematics, elementary accounting and bookkeeping procedures, and record keeping methods as well as a working knowledge of school rules, regulations, and policies.
- General office skills, word processing and data entry proficiency tests or willingness to learn.
- Ability to perform the functions of the position.

### *Duties and Responsibilities*

- To compile and type from copy, rough draft, or general instructions, school attendance reports, and other materials.
- To type and process student registration, absentee lists, tardy slips, etc.
- To type form letters and other routine correspondence based on information from records and files.
- To prepare reports, narratives, and statistical tabulations.
- To operate office copy machines.
- To assist in processing of purchase and work orders.
- To register and withdraw students.
- To process documents requiring procedural knowledge.
- To maintain files.
- To review documents for completeness, obtains necessary signatures, routes appropriately, and maintain necessary follow-up.
- To give information and assistance to students and the general public.
- To perform receptionist duties.
- To perform bookkeeping functions as requested.
- To perform assigned tasks in a timely and efficient manner.
- To perform assigned tasks with a high standard of quality.
- To perform other duties as assigned by the school principal.

**Salary:** \$14.00 per hour. Position will start as a part-time position and will have the opportunity to move into a full-time position in the future.