

Job Description: Receptionist

*Trinity Christian School seeks a Receptionist to perform a variety of administrative and clerical tasks. Duties of the Receptionist include providing support to the administrative staff and employees and assisting in daily office needs. **This is a part-time, job sharing position.***

Responsibilities include:

- Answer and direct phone calls
- Write and distribute email, correspondence, memos, letters, faxes, and forms
- Maintain attendance records using FACTS SIS
- Filing of student records
- Maintain student medical forms and medication
- Provide general support to visitors
- Act as the point of contact for the needs of students, including medical issues
- Maintain Lunch Clean Up calendar
- Oversee afternoon student transportation (Bus Roster, Parent Pick-Up, and late buses)
- Assist the Administrative Assistant to handle requests and queries from the Administration
- Proofreading of written materials
- Administer close-down office procedure

Requirements:

- Strong people skills
- Prior experience in office work
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School diploma; additional qualification as an office employee will be a plus
- Must be able to receive a Child Abuse clearance, FBI Fingerprint clearance, and Criminal Record Check clearance
- School Year Hours – Part-time job share (7:30 am – 3:30 pm, 2-3 days per week, Monday through Friday)
- Summer Hours – Part-time job share (Monday through Friday as needed, flexible hours)

A staff application can be found at <https://www.trinitychristian.net/about/employment>
Email the completed application and a resume to Vicki Smith at office@trinitychristian.net.
For more information, email or call 412-242-8886.