

Premier Arts and Science Charter School
Job Description
Receptionist

RESPONSIBILITIES:

- Answer phones, take messages, and transfer incoming callers
- Welcome guests
- Greet and assist students in the front office, as appropriate
- Manage all incoming and outgoing school mail and faxes
- Assist with the maintenance of the school calendar and communicate with staff and students around upcoming events in the calendar
- Day to day work distributing snack, breakfast and lunch
- Problem-solve facilities issues as needed
- Assist students with non-instructional needs including: lockers, students IDs and bus passes
- Attend and maintain monthly board meetings
- Take daily student attendance
- Make calls to student houses as needed
- Data entry, record-keeping, and filing
- Assist Administrative Assistant with other appropriate tasks as needed

Qualifications

1. High School Diploma / GED
2. Computer knowledge
3. Two (2) year's experience