



PRAIRIE SEEDS ACADEMY

Receptionist

PURPOSE STATEMENT: To serve students, families and visitors and direct them appropriately.

JOB FUNCTION:

1. Greet and welcome all families and visitors and direct them appropriately. Notify proper personnel of visitor arrival.
2. Greet and assist all students and/or direct them appropriately.
3. Handle all calls and transfer them to the specified departments or personnel.
4. Document, evaluate, and assist all students sent to the office for medical/health attention. Notify teachers and/or families as needed.
5. Weekly inventory of health office supplies. Request additional supplies from the Office Assistant or Office Manager.
6. Create and distribute all outgoing flyers to families regarding events such as early releases, no school days, parent nights, etc.....
7. Edit all messages/announcements via internal communication systems.
8. Check school voicemail daily and distribute messages appropriately.
9. Distribute mail daily.
10. Clean, sanitize and organize main office and furniture daily.
11. Assist registrar with student registrations as needed.
12. Assist attendance clerk with phone calls regarding student absences as needed.
13. Assist office assistant with staff copy orders as needed.
14. Perform other duties as assigned

SKILLS/QUALIFICATIONS:

1. High School diploma required. B.A. degree preferred from an accredited college/university.
2. 5 or more years of customer service experience preferred
3. Knowledge of Microsoft Office
4. Excellent communication skills
5. Organized
6. Able to multi-task in a fast-paced environment
7. Able to work well under pressure
8. Bilingual/Multilingual preferred