

Job Description

Immediate Opening: Scottsdale Christian Academy

Full Time: Front Desk Receptionist

Reports To: Heads pf School

Start Date: The position will start January 2022 and run through June 2022

Purpose Statement: The school Front Desk Receptionist greets members of the public, fields incoming phone calls, answers questions, refers individuals to the appropriate office or individual, communicates information, and provides clerical support services.

Essential functions of the job may include but are not limited to the following:

- Greet everyone with a friendly, helpful attitude when they enter the office or call on the telephone.
- Be customer service oriented.
- Ensure that parents and visitors sign in and receive a volunteer badge.
- Assist in maintaining the safety and security of the front office.
- Be helpful to students, parents, and staff, and frequently give direct assistance if needed.
- Promote a positive attitude about the school and its employees.
- Use established procedures to notify administrative staff regarding phone calls or appointments.
- Check and respond to voice mail and school e-mail regularly.
- Record and issue passes to students who are tardy to school.
- Manage students and parents signing in/out of the office.
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

- Actively attending a Bible believing church and agree to sign on all SCA core documents and statement of faith.
- Familiarity and experience working on a computer using various programs.
- Bachelor degree preferred.