
RECEPTIONIST/ADMINISTRATIVE ASSISTANT TO BUSINESS MANAGER

Job Title: Receptionist

Qualifications:

- High school diploma;
- Pleasant and efficient telephone manner;
- Possess good public relations skills;
- Possess strong oral and written communication skills;
- A flexible self-starter who is able to work independently and effectively with others;
- Demonstrated work experience in an office environment;
- Maintain a positive attitude and willingness to learn;
- Computer skills: data entry, word processing, database, spreadsheet;
- Knowledge of general office procedures and practices;
- Must maintain confidentiality;

Reports To: Business Manager

Job Goal: To handle incoming calls, greet customers, provide back up support to the administrative assistants by completing assignments that are essential for the efficiency and effectiveness of the Central Office operations.

Essential Functions:

- Ability to read, reason, and understand policies, procedures, and related information; to provide and follow verbal or demonstrated instructions.
- Physical ability to perform all necessary upper and lower body movement.
- Ability to talk, hear, see, speak, and correctly perceive.
- Ability to do reaching, lifting, basic math, writing, eye-hand coordination, keyboarding, sitting, and stooping.

PERFORMANCE RESPONSIBILITIES:

- Answer telephone, greet office visitors professionally and efficiently, refer people and messages to appropriate personnel.
- Update phone list and update directory
- Receive, sort and distribute incoming and outgoing mail daily
- Provide back-up computer support for specific projects meeting the administrative needs of the Superintendent and Business Manager.
- Operate all office machines on premises
- Point of contact between office staff and the copier vendor for all copier problems
- Maintain the basic programming functions of the phone system and service as the point of contact between the office staff and the phone system vendor for the phone system problems
- Assist other office personnel when necessary.
- Issue work permits
- Order general office supplies for Central Office
- Welcome visitors and arrange for their comfort, and screen unexpected callers
- Perform the check reconciliation function for both the Payroll and Accounts/Payable checks
- Encumber Purchase Orders prior to their approval by Business Manager.
- Mail or Fax PO's out to vendors and return copy back to the originator
- Pass out paychecks to those coming in
- Other duties as requested by the Superintendent or Business Manager

LEGAL AND ETHICAL DUTIES:

- Maintains confidentiality about all aspects of administrative work.
- Follows health and safety procedures established by the system.
- Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
- Demonstrates loyalty, dependability, integrity, and other ethical standards.

- Follows the chain of command for various administrative procedures.
- Observes School Board and school policies.
- Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits will be determined by the RSU 40/MSAD 40 Board of Directors.

EVALUATION: Evaluated annually by Business Manager, or his/her designee in accordance with this document.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.