

Receptionist and Administrative Assistant to the Director of Testing and State Reports

Reports To

Santa Fe South Schools Business Manager and Director of Testing and State Reports

Job Overview

Serve as a receptionist for the administrative offices for Santa Fe South Schools and the Alpha Program. Assist Business Manager with financial records and clerical duties. Assist Director of Testing and State Reports with PowerSchool processes and State Department of Education reports.

Responsibilities

- Greet and welcome guests as they arrive and direct them to their destination
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Receive, sort and distribute daily mail/deliveries
- Translate when necessary for parents/teachers/administrators
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Any other job or duties required by your supervisors
- Manage PowerSchool processes- Direct Certification List for the district, manage Data Validation Error report, manage online applications
- The receptionist must be on time every day-- 7:30am to 4:30 pm.

Requirements

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Bilingual (English and Spanish) highly preferred
- Hands-on experience with office equipment (e.g. fax, stamp machine and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification in Office Management is highly preferred
- Strong computer skills