

Mountain Christian School

Office Assistant / Receptionist

Job Summary

MCS is looking for a full time office assistant to manage the front desk and to perform a variety of administrative and clerical tasks. The office assistant will be the first point of contact for Mountain Christian School and will welcome parents and greet people who visit the school. They will coordinate front-desk activities, including distributing correspondence and answering phone calls. To be successful, the office assistant should have a pleasant personality, as this is in many ways a customer service role. They must be able to deal with everyday emergencies in a timely and effective manner while streamlining office operations. Multitasking and stress management skills are essential for this position. A team mentality is absolutely crucial; the office assistant must be able to work closely and cooperatively with other office staff and teachers. Ultimately, the assistant's duties and responsibilities are to ensure the front desk offers friendly assistance to all and executes administrative tasks to the highest quality standards.

The Office Assistant must be a born-again Christian and attending church regularly. They must be able to whole-heartedly agree with and support the MCS mission, goals, and statement of faith.

Responsibilities

- Greet and welcome guests as soon as they arrive at the office.
- Provide friendly assistance to parents, students, teachers, and other school community members. Direct their questions to the appropriate person when necessary.
- Use Google calendars to set and manage appointments for school administration.
- Answer, screen, and forward incoming phone calls.
- Ensure reception area is tidy and presentable, with all necessary material (e.g. pens, forms, and brochures).
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort, and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges, follow visitor protocols).
- Order front office supplies and keep an inventory of stock.
- Create and update monthly event calendars.
- Perform other clerical receptionist duties such as filing and photocopying.
- Demonstrate professionalism and reliability on a regular basis.
- Provide basic assistance for students who come into the office with bumps, bruises, scrapes, headaches, etc. Must be able to quickly assess the student, determine the best path forward, and communicate with teachers and parents.
- Work cooperatively and collaboratively with the school administrative team to achieve school goals, support the teachers, and build school community.

Skills

- Experience working with students or children, preferably in an educational setting.
- Proven work experience as a Receptionist, Front Office Representative, or similar role.
- Proficiency in Microsoft Office Suite (Word, Power Point, Excel).
- Proficiency in Google suite (Google Docs, Google Slides, Google Calendar, etc.).
- Basic computer skills using the internet and email.
- Hands-on experience with office equipment.
- Professional attitude and appearance.
- Exceptional written and verbal communication skills.
- Ability to be resourceful and proactive when issues and tasks arise.
- Excellent organizational skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Customer service attitude – friendly, helpful, positive, relational.
- High school degree; additional certification in Office Management is a plus.