



Receptionist, Summit Educational Service Center

Term: 2023-2024 School Year

Qualifications and Possible Job Duties Include:

- High School Diploma or equivalent
- Experience as a receptionist or secretary preferred
- Excellent verbal communication skills; acts as a general information center and must interact well with staff and public
- Demonstrated proficiency in all Microsoft Office applications and multi-line phone system
- Operates the office switchboard, routing calls to appropriate departments, answering questions and taking messages
- Greets all visitors in a courteous and professional manner, determines their needs, checks appointments, and directs or escorts them to the proper meeting or person
- Receives and signs for all deliveries; sorts incoming mail into individual employee mailboxes
- Supports Human Resources staff with various department responsibilities
- Oversees aspects of the substitute program; works closely with substitutes to enroll them in the program
- Performs BCI/FBI checks for guests and staff
- Other qualifications as determined by the Superintendent
- Successful completion of pre-employment screenings
- All other duties as assigned

Salary: Salary schedule placement commensurate with experience and training.

Deadline for Applications: 10/6/2023

Summit Educational Service Center is an Equal Opportunity Employer.