



VERBUM DEI HIGH SCHOOL

RECEPTIONIST

Reports to: Main Office Manager

MAJOR DUTIES

- Answer phones in a pleasant, informed manner for the purpose of providing information and creating a good image of the school.
- Greets visitors to the school in a pleasant and informed manner.
- Communicate with parents regarding all aspects of school life, receiving and passing on information between parents and teachers, including phoning parents to ascertain reasons for student absence.
- Handle AM Tardy, ReAdmit, Early Dismissal, and Detention Slips.
- Receive, sort and distribute all packages, deliveries and mail.
- Occasional filling and data entry.
- Oversee office supply inventory.
- Ensuring that the reception area is kept smart and tidy.
- Make announcements when needed.
- Ensure the safety and security of the school at all times, making sure that the front gate is locked and monitoring drive way gate. Ensuring that all visitors sign in and take a visitor badge where necessary.
- Sets up for weekly faculty/staff meetings.
- Prepares materials for meetings, workshops, and events.
- Assist with school events
- Performs other duties and responsibilities as assigned by supervisor.

Minimum Qualifications:

- Fluent in Spanish

Interested candidates should submit a resume and cover letter to Patricia Quintanilla, Office Manager at pquintanilla@verbumdei.us