

## SPERO ACADEMY

### Position Description

<b>Job Title: Receptionist</b>	<b>Reports To: Director with Support to Special Education Coordinator, Academic Coordinator, Program Coordinator</b>
<b>Status: Full time (school schedule; 32 hours a week); Non-exempt: 8:30 am - 4:30 pm Monday - Thursday</b>	<b>Supervises: No one</b>

#### Position Summary:

Manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks.

#### Duties and Responsibilities:

- Receiving visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately
- Answering, screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- 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
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Maintains, organizes, and cleans the workroom
- Provides administrative support to Administrative Assistant and Operations Coordinator
- Back up for Food Service support
- Other duties as assigned - Project based

#### Knowledge, Skills and Abilities:

- 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
- 2 years experience
- Highschool degree
- Experience in working with special education
- Data entry/Mail merge
- Office equipment use and maintenance: phone, laminator, copier
- Ability to work with diverse individuals
- Proven ability to work effectively with others
- Knowledge of and ability to develop resources to support Spero Academy's mission as a fully inclusive school setting
- Knowledge of the following computer applications: MacBook equipment and NeoOffice products, Microsoft Office suite (Word, Excel, Outlook), web-based communication tools
- Ability to achieve and maintain status of "not disqualified" upon completion of criminal background studies
- Ability to sit and work at a computer for extended periods of time
- Ability to lift up to 50 pounds on occasion