



Prestonwood Christian Academy

Job Description

Position: **Part-Time Receptionist** Reports to: (X) **US Principal**

Classification: **Non-exempt, hourly**

Schedule: **Part-time, M, T, Th, F, 3:45 to 6:00 p.m. and W 2:45 – 6:00 pm**

Mission: To assist Christian parents by helping equip students to embrace Biblical truths, strive for academic excellence, and model Christ-like leadership to impact their homes, churches, and communities for Christ

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Purpose:

The receptionist is the first and last person to be in contact with parents, vendors, staff, and students. The impression created by the receptionist is very important; it strongly influences how people feel about PCA

Duties and Responsibilities:

- Greet all incoming traffic in a professional and courteous manner. Notify administration of any appointments waiting and direct visitors to appropriate offices
- Answer incoming phone calls
- Provides general and non-technical information in response to questions from the public
- Assist with mail-outs; labels, stuffing, and distribution
- Performs light typing and clerical duties
- Any special projects as determined by the administration

Qualifications/Skills:

- Good computer skills and basic knowledge of Word, Excel, Power Point, and Outlook.
- Professional telephone and office etiquette

Physical Requirements and Working Conditions:

- Repetitive motion of the wrists, hands and fingers due to typing and 10 key punch calculator
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions to other workers and customers
- Sedentary office work with occasional lifting of up to 10 pounds