



Prestonwood Christian Academy

Job Description

Position: **Leadership Center Receptionist** Reports to: **HOS Administrative Assistant**
Classification: **Salaried, Non-exempt**
Schedule: **Full Time, Year Round**

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
- Thoroughly knowledgeable of the PCA Emergency Handbook and be prepared to assist in security procedures
- Responsible for daily protocol and security check in procedures
- 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
- Prepares reports, letters, correspondence, and documents as necessary
- Willing to become a notary

Qualifications/Skills:

- Good computer skills and knowledge of Word, Excel, Power Point, and Outlook
- Well organized and able to multi-task
- Professional telephone and office etiquette
- Excellent interpersonal skills
- Flexibility

Physical, Mental Requirements and Work Environment:

- Regularly sit, talk, walk, hear, and to visually intercept visitors
- Computer work at the computer requiring repetitive finger motion and manual dexterity
- Good vision required (with correction) due to the need for focusing ability and close vision. Color discrimination, peripheral vision and depth perception are also important
- Works at desk and computer screen for extended periods of time
- Be able to occasionally lift between 10 – 20 pounds

- Turns, bends, reaches and may occasionally use a step stool or ladder
- Works primarily in a traditional climate controlled office environment
- Ability to handle moderate stress level as position requires multi-tasking and frequent interruptions

Benefits:

Excellent full time benefit package including medical, dental and basic life insurance as well as retirement plan and tuition discounts for enrolled students at PCA. Paid vacation, time off and holidays