



## Occasional Receptionist

**Reports to:** HR Generalist

**Location(s):** Emsworth, Main Campus

**Hours:** Occasional hours as needed, Monday-Friday

### Major Responsibilities

This position will assist as needed with Main Office & Nazareth Prep main office duties as well as other administrative tasks on an as needed basis.

- Answer all incoming phone calls in a friendly and respectful manner, determine the need(s) of the caller, and transfer calls to appropriate personnel
- Greets visitors professionally, notify the receiving party of their arrival
- Remain familiar with all programs and staff members and be able to provide information to callers or visitors
- Receive and sort mail and deliveries, verify recipient information, and store packages securely until picked up by staff; direct delivery drivers to designated locations
- Provide contact information only to Holy Family employees or others approved to receive employee contact information
- Read the communication log daily and record any information or concerns necessary to communicate to next shift
- Assist students with sign in sheets, tardy/absent slips, etc.
- Take messages and forward to appropriate employee
- Make announcements as requested
- Perform clerical duties as assigned
- Assist with projects as assigned by management

### Physical Requirements:

- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards
- Must be able to talk, listen, and speak clearly on the telephone
- Must be able to sit for long periods of time

### Minimum Requirements:

Successful candidate must have a High School Diploma. Previous customer service experience preferred. Must have strong communication skills. Computer skills and basic knowledge of Microsoft Office a plus. Some data entry required.

Current Act 33/34 and (DHS) FBI clearances are required prior to starting the position. EOE.