

Office Receptionist

Holy Trinity Lutheran School

Job Title:	Office Receptionist
Pay Type:	Part-Time: Hourly - \$10.50 per hour
Position Summary:	The job of the Office Receptionist is to assist the school administration in handling the daily workings of the school office.
Job Duties:	<ul style="list-style-type: none">• Answering calls and delivering messages to the appropriate individuals.• Walking students to and from classrooms as needed.• Welcoming visitors and using the designated security procedures for giving them access to the campus.• Perform clerical duties such as copying, creating documents and filing.
Physical Requirements	<ul style="list-style-type: none">• Able to lift 30 lbs.• Able to actively participate in a busy school setting.
Reporting Relationships:	<ol style="list-style-type: none">1. Principal2. School Board
Qualifications:	<ul style="list-style-type: none">• Minimum Requirements: High School Diploma• Preferred Requirements: Previous experience in an office setting.• Must pass a Level II Background Screening.
Job Knowledge/Skills Required:	<ul style="list-style-type: none">• Must enjoy working with and be able to relate to children.• Computer proficient.• Solid verbal and written communication skills.• Multi-tasking and time-management skills.• Customer service attitude.
Application:	Interested candidates should email a cover letter, resume, and letter of recommendation to principal@htlstamp.org . Indicate "Office Receptionist Job Search" on the subject line of the email.