

Front Desk Receptionist

Responsibilities, but not limited to:

1. Maintain front office & communal area appearance at all times and communicate major issues to the Operations Manager (i.e. elevator issues, flood, etc.)
2. Attend to front desk needs including but not limited to answering phones, greeting and directing visitors, answering questions, etc.
3. Assistance with school wide printing and distribution (i.e. parent and school communications, etc.)
4. New hire interview scheduling, follow up and distribute form letter to candidates that are not selected
5. Update attendance status for tardy students in Genesis
6. Assist in coordinating family, school events and fundraisers as needed
7. Participate in attendance committee meetings and provide administrative support.
8. Conduct PA morning announcements according to the monthly calendar, inclusive of special announcements as directed by staff members.
9. Investigate community and venue research as needed
10. Support student services with Administrative needs (i.e. enrollment verification letters for student and parents, direct walk-in enrollment and student registration inquiries to student services, etc.)
11. Manage, track and secure bus tickets for students and submit transit reports to Newark Public Schools.
12. Perform other such duties/assignments as directed by Administration
13. Ensure clear communication with building deliveries and next steps as needed
14. Serve as a back-up support for lunch staff when necessary
15. Maintain front office & communal area appearance at all times and communicate major issues to the Executive Assistant (i.e. elevator issues, flood, etc.)
16. Attend to front desk needs including but not limited to answering phones, greeting and directing visitors, answering questions, etc.
17. Assistance with school wide printing and distribution (i.e. parent and school communications, etc.)
18. New hire interview scheduling, follow up and distribute form letter to candidates that are not selected
19. Update attendance status for tardy students in Genesis
20. Assist in coordinating family, school events and fundraisers as needed
21. Participate in attendance committee meetings and provide administrative support.
22. Conduct PA morning announcements according to the monthly calendar, inclusive of special announcements as directed by staff members.
23. Investigate community and venue research as needed
24. Support student services with Administrative needs (i.e. enrollment verification letters for student and parents, direct walk-in enrollment and student registration inquiries to student services, etc.)
25. Manage, track and secure bus tickets for students and submit transit reports to Newark Public Schools.
26. Perform other such duties/assignments as directed by Administration
27. Ensure clear communication with building deliveries and next steps as needed
28. Serve as a back-up support for lunch staff when necessary

Certification(s)/Degree(s) Required:

Preferred: Associate Degree or relevant qualification.

Experience in School Management Systems

A minimum of 4 years' proven experience in a similar role.

Good understanding of office administration and basic bookkeeping practices.

Superb written and verbal communication skills.

Excellent organizational and multitasking abilities.

Strong knowledge of MS Office programs.

