This is a 2-day a week position. Tuesday and Friday, 8:30 am – 3:30 pm.

Summary:

Our special needs school is looking for a 2 day a week receptionist/front desk coordinator to work in our main office. Position will answer phones, greet visitors, sort mail, and do some light filing.

Qualifications:

• Ability to work in a fast paced environment.
• Ability to organize, prioritizes, and manage work assignments in an efficient manner and within established timeframes.
• Ability to operate independently and also as a member of the team.
• Strong interpersonal skills and ability to form professional relationships with educational staff, management, and community personnel.
• Must present a helpful and professional image.
• Ability to balance requirements of multiple and varied duties.