

Administrative Assistant – Front Office

Education:

High school diploma or GED required / College preferred

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Ability to operate multi-line phone system

Bilingual Preferred

Job Description:

Under direct supervision provide reception and secretarial assistance for the efficient operation of the front administration office. Perform a variety of assigned duties including:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct visitors.
3. Assist public, staff, and students as needed.
4. Maintain visitor log and issue visitor passes.
5. Serve as assistant to principals
6. Maintain Xerox copy machines
7. Oversee student registration process
8. Maintain confidentiality.
9. Maintain student records / incoming and outgoing files / reports
10. Assist teachers with parent contact / student needs
11. Assist with absence from duty requests / Assist with arrangement of substitutes.
12. Oversee sign- in/out for visitors, substitutes, and students.