



MMI

Preparatory School

Front Office Receptionist/Administrative Assistant

Job Summary

The Front Office Receptionist/Administrative Assistant is the first point of contact for people who call or visit MMI. Good communication skills and a professional demeanor are absolutely crucial, as you will spend your entire day handling a wide range of requests and inquiries from students, parents, faculty, administrators and visitors. The job is a non-exempt, 10 month long position (finish approximately June 15th and return approximately August 15th), Monday-Friday, 7:15am to 3:15pm.

Responsibilities:

- Greet and direct visitors, answer phones, take and relay messages.
- Provide information to parents, students and others on a variety of topics, including rules, disciplinary measures, and day-to-day operations of the school.
- Perform a variety of clerical activities, including preparing administrative office correspondence, sorting and filing of records, documents, and other material.
- Share information with administrators, teachers, and students' families through emails, phone calls or in-person conversation.
- Monitor student attendance and follow up with parent phone call.
- Use the school student information system; generate lists, rosters and reports as needed.
- Assist the Business Manager with a student billings, gift entry, receipt logs, deposits and collections.
- Assist Director of Advancement with gift report and acknowledgements.
- Assist Academic Dean to secure substitute teachers.
- Maintain the cash register.
- Perform semi-annual inventory for bookstore/apparel.
- Organize and maintain front desk area.
- All other duties as assigned.

Must Possess:

- Minimum: high school diploma plus three years of experience.
- Excellent telephone and email etiquette.
- Warm and welcoming manner with strong communication skills.
- Patience.
- Ability to multi-task.
- Ability to work independently and as part of a team.
- Excellent organizational skills and ability to prioritize workload.
- Professional writing skills with the ability to proofread accurately and efficiently.
- Self-motivation to anticipate needs and learn quickly.
- Experience with cash handling and processing of payments.
- Proficiency in computer systems and applications, such as Microsoft Word and Excel.
- Knowledge of common office equipment.

Interested candidates should email their resume, cover letter, PA Dept of Education clearances and three references to swilliams@mmiprep.org E.O.E.