



Administrative Assistant/Front Desk Attendant

The Administrative Assistant is responsible for making the first impression with visitors. They are required to exhibit grace and courtesy at all times. They help the general public, parents, staff, administrators and contractors contact the appropriate people, schedule meetings and assist in the daily operation of the front office.

Qualifications and Requirements:

- Previous customer service experience preferred.
- Ability to ensure parent, staff and school information is maintained in a confidential manner.
- Ability to communicate effectively.
- Answer and direct phone calls.
- Make travel and meeting arrangements, prepare reports and maintain appropriate filing systems.
- Attend mandatory meetings and training.
- Google Suite and Microsoft Suite Applications.
- Use google docs to facilitate the operation of the school and calendar to ensure all events are posted and correct. Must be comfortable with computers and be willing and eager to learn new systems. (Security software, Powerschool, Schoology, and Montessori Records Xpress etc.)

Job Responsibilities:

- Be positive and cheerful to all visitors and staff.
- Ensure every visitor and contractor checks in at the office.
- Assist with filing as needed.
- Assist with events as needed.
- Accurately complete student application materials and other documents for administrative staff as needed.
- Professionally direct concerns, complaints, billing issues, etc. to the appropriate staff member or Director.
- Complete all closing procedures for the front office.
- Report to work in a timely manner and ability to stay for school events when needed.
- Ensure the front office is clean and presentable at all times.

Please forward application, resume and cover letter to austin.smigel@wmpcs.org.

WMPCS offers a competitive salary, paid health care for our employees, reduced health care rates for our employees' families, a retirement program with up to 3% matching of contributions, professional development plans, possible paid Montessori training and afterschool care for our employees children.