



FRONT OFFICE ASSISTANT

GENERAL DESCRIPTION:

Sandia Prep is seeking a dynamic, talented individual to be our Front Office Assistant. Under the direct supervision of the Chief Financial Officer, this position performs administrative front desk duties along with general academic and business office support. This energetic person will focus on creating positive interactions with current and prospective students, parents, employees, and other members of our wider community.

DUTIES AND RESPONSIBILITIES:

- Greet and assist all incoming visitors. Answer and direct incoming phone calls in a professional, friendly and courteous manner.
- Process all mail and maintain adequate inventory of office supplies.
- Record daily attendance in attendance software. Contact parent/guardian in the event of unreported student absences.
- Administrative support to faculty and staff.
- Assist with transportation for school related trips.
- Assist security and maintenance staff with communication needs.
- Monitor performance of office equipment.
- Assist the business office with bookkeeping duties to include but not limited to: accounts receivable, accounts payable, bank deposits and filing.

The duties listed above are intended to provide a general overview of the Front Office Assistant position. Occasional evening or weekend hours will be required with advanced notice. Other duties may be assigned as deemed necessary. Due to the nature of this position, punctuality and dependability are a must.

MINIMUM QUALIFICATIONS:

Knowledge of basic office administration and procedures is essential. Computer software experience to include but not limited to Microsoft Word, Excel, Google Suite, etc. Successful applicants will be able to demonstrate effective communication skills, both oral and written. The ability to work efficiently with multiple distractions during the day, and with a wide constituency is required. The successful applicant will be required to pass a background check and drug screen.