



Part-time Receptionist

Berean Academy is seeking an enthusiastic, friendly, and multi-tasking receptionist who will work at our front desk and handle day-to-day office responsibilities. This will be a part-time, hourly position from August through May. Interested individuals should contact [Dr. Tad Nuce](#) for more information.

Primary Responsibilities and Job Requirements:

- Answer phone calls in a pleasant, informed manner, with the goal of promoting a positive image of Berean Academy.
- Greet all students, families, and guests respectfully and professionally.
- Develop a positive, welcoming, and caring climate in the front office.
- Assist in all aspects of maintaining a professional front office, including, but not limited to, fielding and directing incoming phone calls to the appropriate staff member, responding to emails, and maintaining confidentiality.
- Help maintain accurate student attendance records.
- Assist with administration of student medications under the guidance of the school nurse.
- Consistently exhibit high standards of professional conduct.
- Effectively perform all other duties as assigned by the Head of School.
- Mastery of clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as personal computer, copier, and associated equipment.
- Handle and distribute correspondence, address envelopes and packages, and prepare other materials for mailing as necessary.

Qualifications:

- Have a high school diploma or equivalent.
- Be at least 21 years of age.
- Able to pass a background check.

Spiritual Qualifications:

- Committed Christian.
- Maintain active membership/attendance in an evangelical church.
- Display a Christ-like attitude when relating to faculty, staff, parents, students, and others.
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism.
- Agree to the Berean Doctrinal Statement, Statement on Marriage, Gender, & Sexuality, and the Role Model Policy.