



Indian Mountain School Front Desk Receptionist August - November

Indian Mountain School is accepting applications for a temporary, full-time Front Desk Receptionist. This position is open from late August through early November to cover maternity leave.

Under the direction of the CFO, this position is responsible for the day to day operation of the front desk and phones of the school; including but not limited to handling daily mail, student attendance and daily bulletin, purchasing and general office support for faculty and staff.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

PHONES:

- Answer phone calls
Greet Admissions visitors
- Day to day fielding of questions from parents and other, including delivering messages to students
- Work with IT Dept to set up faculty & staff extensions
- Compile faculty & staff phone list and publish to server

MAIL:

- Distribute mail & packages to include faculty, staff & boarding students
- Update mailboxes in the faculty mailroom
- Run mail through postage machine
- Maintain, update, add funds to postage machine
- Obtain forwarding addresses for departing faculty
- Forward faculty mail during summer months & to departing faculty
- Send packages via DHL & FedEx for faculty & staff
- Reconcile postage expenses from faculty, staff and students with the Business Office

WEBSITE:

- Update staff & faculty area of website (bios & photos) for new and departing staff & faculty

BUS INFORMATION:

- Work with bus companies to coordinate pick up & drop off schedules and get student list
- Compile list of students who ride bus
- Publish bus information (riders and bus contact information) to server and website
- Alert bus companies of early dismissals

OTHER DUTIES TO INCLUDE:

- Take Daily Attendance
- Distribute Daily Bulletin
- General purchasing agent for faculty and staff supplies
- Attend Risk Management Team Meetings
- General office support when needed for all staff & faculty (i.e. mailings, copying, etc.)
- Wrap all prize day books and graduation prizes
- Compile Drop Off & Pick Up Info for day students
- Compile new and departing faculty worksheet for Business Office and IT Dept
- Other duties as assigned

Please send resume and application materials to [Cheryl Sleboda](#), CFO. Candidates whose qualifications and experience align with the school's needs will be contacted.