



Receptionist Job Description:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Receives cash from students, parents and staff
- Assists Kitchen Manager in serving lunch to approximately 100 students per day
- Filing, mailing and sorting
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Receptionist Skills and Qualifications:

Telephone Skills, Verbal Communication (English and Spanish), Google Docs, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, , Supply Management

- Spanish speaking required
- Previous clerical/reception experience preferred
- Attention to detail
- Able to multi-task

\$9.50 - \$13.50 per hour DOE

To apply, please send resume and cover letter to David Vigil admin@healthleadershiphighschool.org or fax to 505 214-5939

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