



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

Reporting to the Human Resources Manager, the Office Assistant – Front Desk Hospitality position provides a welcoming experience to all students, guests, vendors, and callers while promoting the mission and vision of Hill-Murray School.

Key Responsibilities:

- Answers all calls received on the main switchboard promptly; screen and transfer calls appropriately
- Maintain office security by following safety procedures and controlling access via the reception desk/security system
- Meets and greets all guests
 - Requires all guests to sign in and identify the purpose of their visit
 - Issues a visitors pass to assure faculty, staff, and students that the guest(s) has checked in at the main entrance
 - Calls staff to notify them that their guest(s) has arrived; making sure that all guests are escorted
- Accepts all deliveries from USPS, FedEx, and UPS
 - Promptly labels packages for easy identification, organizes the packages in the elevator room, and notifies the receiving party
- Assists in providing after-school supervision of students while they are waiting to be picked up
- Responsible for coordinating and sending anniversary cards for all faculty and staff
- Responsible for managing the reception area; ensuring the area is tidy and presentable
- Miscellaneous duties as assigned, including but not limited to
 - Working at the annual auction as requested
 - Available to work state tournament events as teams qualify
 - Assist the Business Office, HR, or School Administrators as requested

Qualifications/Desired Skill Sets:

- Organization; time management
- Interpersonal communication
- Flexibility and adaptability
- Familiarity with word processing and other standard software programs
- Self-sufficient; takes initiative and displays problem-solving skills
- Professional attitude and appearance; capacity to work well with students, guests, vendors, and co-workers
- Punctual, reliable

General Responsibilities of Catholic School Employment:

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

Compensation and Benefits:

This is a 1.0 FTE, 10-month position. Benefits are indicated in the Confirmation of Terms and Conditions of Employment.