



ST. MONICA CATHOLIC ELEMENTARY SCHOOL

Receptionist/Registrar Job Description and Responsibilities

St. Monica Catholic Elementary School (SMCES), part of the vibrant St. Monica Catholic Community in Santa Monica, is accepting applications for a full-time front office receptionist/registrar.

Job Responsibilities and Duties (Including but not limited to):

1. Greet, welcome, and direct visitors and volunteers using appropriate and established protocol.
2. Be a mission and service driven employee dedicated to be a collaborative member of the SMCES community.
3. Maintain a safe and secure campus by following established procedures for school visitors.
4. Engage in professional and effective telephone and email communications.
5. Manage work in a busy, dynamic front school office, and maintain a clean and orderly reception area.
6. Build collaboration with all staff through effective, timely, and pertinent communication.
7. Contributes to the community by accomplishing related tasks as required.

Receptionist Skills and Qualifications (demonstrated proficiency in the following):

1. Telephone Skills
2. Verbal Communication Skills
3. Listening Skills
4. Writing Skills
5. Professionalism
6. Timely and Appropriate Information Sharing with Staff
7. Organization Skills
8. Ability to Prioritize Work
9. Ability to Handle Pressure and Diffuse Problems
10. Computer Skills (basic office programs)
11. Customer focused (parents and students)
12. Dedication to Service

Minimum Requirements:

Full time job experience as a receptionist in a dynamic school or parish work environment
Proficient in the above mentioned skills and qualifications.

Must be able to use a telephone system and a Mac desktop with common Microsoft and Apple office programs.

Compensation: Negotiable, dependent upon experience

Please send (1) a cover letter stating your interest to work at SMCES; (2) and a complete resumè to Dr. Neil Quinly, Principal by July 2, 2021 to employment@stmonicaelem.com
Only complete applications will be considered. Thank you.