



A Children's Habitat
MONTESSORI SCHOOL

Contact: Erika Kambs
erika@childrens-habitat.org
(317) 726-5584

Job Title: School Receptionist

Position Onset: Fall 2024

Position Overview: We are currently seeking a School Receptionist to support the administrative office beginning Fall 2024.

Duties/Responsibilities:

Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established timelines.

Serve as point of contact for visitors and provide administrative assistance to the Head of School and Director of Operations; make, schedule and arrange appointments, meetings and conferences; independently compose letters, memoranda and bulletins as directed; take and transcribe dictation as required.

Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.

Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.

Requirements/Qualifications: Qualified candidates must have prior administrative experience, exceptional organizational skills, and a high level of detail. An ideal candidate will also have a background in Human Resources.

Compensation/Benefits:

- \$20/hour
- Student tuition remission (75% for first child, 25% for second child)
- Employer-contributed SIMPLE IRA plan
- Annual paid personal and professional days

Application Instructions

Interested applicants should submit the following to erika@childrens-habitat.org

- Resume, including professional references

A Children's Habitat Montessori School is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, sex, or national origin.