

Keystone Academy
Job Description and Person Specification

| | |
|-------------------------------|--|
| Position: | School Receptionist |
| School Section: | Buildings and Facilities |
| Reports to: | Director of Building and Facilities |
| Qualifications: | Bachelors degree |
| Period of Appointment: | Full-time |

JOB DESCRIPTION

Job Responsibilities:

Warmly welcome visitors, parents and students and arrange pantry refreshments;

Answer telephone and handle calls in a professional manner;

Make calls as directed by line managers;

In charge of hotel room, and restaurant reservations and corporate rate renewals;

Ensure conference rooms have adequate supplies and marketing materials;

Coordinate with office cleaning person to ensure the cleanliness of conference room and reception area;

Arrange and organize meetings and meeting rooms. Ensure timely set-up and break-down of conference rooms;

Assist in ad hoc duties as required (photocopying, procurement, etc.);

Prepare monthly administration payment (UPS, stationery, courier, travel agent, copy machine maintenance, internet, telephone, etc.);

Complete other tasks as assigned by the Office Manager.

Qualifications:

Experience providing reception services preferred. International school background is a plus.

Proficiency using Microsoft Office

Strong communication skills

Good telephone manners is essential

Must be fluent in Chinese and English

Positive and friendly attitude, excellent customer service skills

A range of different tasks simultaneously