

## **Position: Full-Time Secretary/Receptionist**

### **Summary:**

Lake Mary Preparatory School was founded in 1999 and continues to be one of the top co-educational, private, international prep schools in Seminole County serving students in grades PreK 3 through 12. We are seeking an individual who will provide support to school administrators by maintaining the school calendar, assisting our Admissions Office with enrollment inquiries, answering and directing all incoming calls to the appropriate departments, greeting visitors, and other duties as needed.

### **Key Responsibilities:**

- Greet and welcome guests in a friendly and professional manner with a focus on high level customer service
- Answer general questions regarding school admissions, events, and enrollment processes.
- Answer and direct phone calls to the appropriate departments on campus
- Assist with the coordination of school related events such as graduation, award assemblies, and retention events
- Scan files and use appropriate systems to import documents as needed
- Gather information from prospective families to be entered in the school's database system
- Administer screening paperwork to employment candidates
- Secretarial/clerical duties such as filing, copying, scanning, etc
- Data entry using Google Sheets and Excel
- Assembly of student files and ensuring all forms are received
- Ensure students follow proper procedures for early dismissal or late arrival

### **Skills and Qualifications:**

- High School Diploma required
- Previous secretarial experience required
- Detail-oriented, excellent organizational and communication skills
- Ability to multitask and be proactive to support different departments based on need and time of year
- Proficiency with Word, Outlook, Excel, Google Suites and ability to learn general practices in new systems