



Now Hiring:

RECEPTIONIST & ADMINISTRATIVE ASSISTANT

New City School seeks a dedicated, warm, welcoming and exceptional front desk receptionist who will be responsible for greeting visitors and delivering outstanding customer service assistance to all community members. The position entails answering phone calls and fielding them accordingly, addressing visitor questions and needs, monitoring the front entrance to the school and providing an overall welcoming environment. Performing additional administrative duties is also integral to the position, including the processing of all accounts payable-related activities.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Answer and direct incoming phone calls in a pleasant, informed manner for the purpose of providing and creating a good image and first impression of the school
- Warmly greet and welcome families and visitors while monitoring the front entrance to the school, assisting with questions and directions
- Be knowledgeable and current on school activities, programs, and events related to the school calendar
- Select appropriate channels for resolving concerns or problems as situations occur
- Maintain the reception area and all common areas in a clean and tidy manner at all times
- Operate standard office equipment on a regular basis
- Receive and distribute miscellaneous materials such as school supplies, student lunches, forms, student assignments, athletic equipment, etc. left with the front desk for students by their parents and/or others
- Keep detailed and accurate records of visitor requests, calls received
- Receive and/or direct deliveries, taking inventory of classroom/office supplies and restocking as needed
- Schedule buses for school field trips
- Maintain security by following procedures, monitoring the security and telecommunications system, and issuing visitor badges
- Contribute to team efforts by performing supportive administrative tasks for the Main Office Staff, Administrative team members (particularly the Director of Admissions), the Camp and Extended Day Directors, and the Parent Organization
- Perform school nurse duties as needed (mainly band-aids, ice, and hugs)
- **Accounts payable activities:**
 - Code invoices and check requests to ensure proper entry in the general ledger
 - Correspond with vendors and contractors
 - Prepare payment batches as needed (weekly or bi-weekly)
 - Reconcile various accounts by identifying errors in posting or omission
 - Process Amazon account purchases and code to proper general ledger accounts
 - Process purchase card receipts and statements





QUALIFICATIONS

- High school diploma or general education degree (GED) required; college degree preferred
- 2-3 years of relevant experience in a school/office environment
- Experience with administrative and clerical procedures
- Must be able to work intuitively and independently with keen attention to detail
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Demonstrated strong writing and oral communication skills
- Ability to establish and maintain satisfactory working relationships with other employees, students, parents and the general public
- Must work effectively with colleagues, faculty and students by practicing respect for deadlines, collaborative problem solving and honest communication
- Must possess sensitivity to confidential information and have a high standard of integrity
- Work with courtesy, tact and diplomacy in dealing with others
- Ability to remain calm, composed and flexible within a busy and demanding environment
- Competency in Microsoft and Google applications; must be technologically savvy
- Excellent time management skills
- Ability to be proactive and positively contribute, actively participating in tasks as needed and anticipating future needs
- Comfort and ease with multi-tasking and prioritizing tasks without guidance
- Punctual with strong attendance history

START DATE: April 2023

COMPENSATION: New City School offers competitive compensation (commensurate with experience) and excellent benefits including professional development funds, generous medical, dental, vision, life and disability insurance, bereavement leave, paid parental leave, retirement benefits and tuition remission for children of employees.

TO APPLY: Qualified candidates should send a letter of interest, resume and list of three references (with name, relationship, phone number and email address each; references will not be contacted without the candidate's permission) in one PDF to: **Alexis Wright, Head of School**
awright@newcityschool.org

Please indicate "Receptionist and Administrative Assistant" in the subject line. Candidates will be considered on a rolling basis through April 2023.

NEW CITY SCHOOL is a leading independent school located in St. Louis' historic Central West End neighborhood, enrolling approximately 300 students from age 3 through 6th Grade. Our teachers provide an education that is challenging yet developmentally appropriate and supportive, as they work to empower and encourage children to be active and engaged learners.

OUR MISSION: New City School inspires children to engage joyfully in learning and achieve academic excellence while cultivating their personal strengths and passions, and empowers their students to build community and advocate for a more just and equitable world.

At New City School, we recognize that a diverse faculty and staff is a strength that impacts and enhances all aspects of our school. We celebrate our inclusive school environment and are eager to accept applications from candidates of all backgrounds and perspectives. New City School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, hiring practices or operations.