



13660 New Providence Road
Alpharetta, GA 30004
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Job Title: Receptionist

Mill Springs Academy of Alpharetta, GA, a college-prep school serving non-traditional learners, invites applications for a receptionist for the 2023-2024 school year.

The receptionist is the face of the school and very customer focused. This position will receive guests by greeting, welcoming, directing, and announcing them appropriately, as well as checking in all campus visitors, and answering and forwarding incoming phone calls. A professional voice, listening skills, and good verbal communication will all be necessary. Additional office duties may be required.

Please forward cover letters and resumes to Patsy Beckwith, Director of Human Resources, at pbeckwith@millsprings.org.

It is the policy of Mill Springs Academy to conduct business and provide equal employment opportunity to all persons without regard to race, color, age, gender, religion, national origin, disability status, protected veteran status, or any other characteristic protected by federal, state, or local laws.