



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION:

SCHOOL RECEPTIONIST

REPORTS TO:

Principal

JOB DESCRIPTION:

The School Receptionist serves as the first point of contact for students, parents, staff, and visitors. This role requires exceptional customer service, strong organizational skills, and the ability to manage multiple administrative tasks in a fast-paced school environment. The receptionist is responsible for maintaining a welcoming front office while supporting the daily operations of the school.

QUALIFICATIONS:

- Minimum 2 years Receptionist/Office Administrator experience
- Strong organizational skills, ability to prioritize and multi-task
- Excellent verbal and written communication skills and a professional demeanor
- Proficiency in Microsoft Word, Excel, and Outlook
- Ability to work independently with minimal supervision
- Demonstrated commitment to confidentiality and professionalism

ESSENTIAL JOB FUNCTIONS:

- Manage the school's main switchboard, routing calls and messages appropriately
- Greet and assist all visitors, notifying staff of their arrival

- Receive and distribute courier packages, mail, and faxes; prepare outgoing mail and packages
- Maintain staff development and boardroom bookings
- Assist with meeting catering and event preparation as needed
- Open and close reception area, ensuring security protocols are followed
- Support general office operations and provide administrative assistance to school staff

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.