<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Receptionist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Headmaster’s Office</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>Executive Assistant to the Headmaster</td>
</tr>
<tr>
<td><strong>Number of Direct Reports:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Administration</td>
</tr>
</tbody>
</table>

**Job Summary**
The receptionist provides clerical support to the Headmaster’s Office, the Business Office, The Director of Admissions’ office and the office of Development and Alumni Affairs.
S/he coordinates and executes a variety of tasks to ensure efficient operation at ACS’ reception desk.
S/he promotes a positive image, the school’s mission and fosters a welcoming environment.
S/he handles information in strict confidentiality.

**Duties & Responsibilities**
- Operates multi-line telephone system
- Directs the community regarding inquiries
- Provides clerical support
- Creates the daily telephone message
- Sorts and distributes ACS pouch to the respective departments
- Manages the weekly mail
- Maintains and distributes ACS Telephone Directory information
- Supports and attends school events upon request
- Covers for Cashier disbursement
- Assists in printing telephone bills from the Internet
- Assists in issuing invoices for summer camp applicants
- Assists, when needed, in creating Excel forms/mail merge for Business Office
- Other duties as required by the position

**Job Requirements**

**Education:**
- Associate degree or equivalent
- Proficient in English
- Oral working knowledge of Arabic and French

**Experience:**
- Min 2 years work experience in a similar environment
Competencies:

**Generic:**
- Accuracy/detail oriented
- Organizational skills/multitasking/time management
- Service oriented
- Reliability
- Computer literacy
- Communication skills
- Interpersonal skills
- Accountability
- Culturally/diversity sensitive

**Specific:** Sensitive to school culture

<table>
<thead>
<tr>
<th></th>
<th>Name and Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headmaster</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>