



St. Theodore Guerin High School

15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

Afternoon Receptionist

St. Theodore Guerin High School in Noblesville is searching for an Afternoon Receptionist for the front office. This is a part-time, position and works on a school schedule. Normal hours will be noon-4:30. Start date would be as soon as possible.

Essential Duties and Responsibilities

- Greet, assist and direct visitors and community members as they enter the building.
- Answer the phone and be a polite voice to the person calling
- Sort and distribute mail
- Enforce the policies and procedures for visitors in order to maintain a safe environment
- Assist the attendance clerk to monitor students coming and going from school
- Provide secretarial support to those in the front office, primarily the principal, assistant principals and assistant to the principal
- Manage multiple calendars, schedule facility usage and arranging meetings
- Assist with scheduling transportation for academic field trips

Qualifications

- Applicants should be comfortable working in a Catholic environment and must have respect for the teachings of the Catholic Church.
- Applicants should be pleasant, polite and welcoming to visitors
- Applicants should have a good work ethic, be self-motivated and have attention to detail.
- Applicants must have a professional demeanor and be able to maintain confidentiality.
- Applicants should have good communication skills and be a quick learner with technology. Proficiency in Google Apps is a plus.
- Applicants should be committed to contributing to the life of the school.

Contact Information

Applicants may submit a cover letter and resume to apply@guerincatholic.org. Application deadline is Tuesday, November 6.