



St. Theodore Guerin High School

15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
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guerincatholic.org

EMPLOYMENT OPPORTUNITY

Part-time Receptionist

St. Theodore Guerin High School in Noblesville is searching for a part-time receptionist for the front office. This is a part-time position and works on a school calendar. Normal hours will be 7:30 AM - 4:30 PM, Thursdays and Fridays. Wednesday will be a half-day and rotate mornings and afternoons. This position also occasionally assists at an evening special event (5-6 times per year). Start date would be September 6, 2023.

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.
- Coordinate afternoon announcements for the school.

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 be fluent in Spanish.
- 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. Experience 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 Friday, August 18 or until position is filled.