



Job Title: Receptionist Position

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Part Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Receptionist will provide a variety of support services, office operations, and assists with program development and delivery. The position requires excellent customer relations skills, knowledge of office systems, procedures, computers and facility management.

Essential Functions:

- Proficient at MS Office applications (Word, Excel, Outlook, etc);
- Greet and welcome each person that enters the facility and directs them accordingly;
- Answer internal calls, direct employees accordingly, record handwritten messages or send voice mails as requested;
- Perform general clerical tasks as required by Teach One Academy & Learning Center staff including but not limited to: filing, data entry, photo copying, distributing faxes;
- Maintain confidentiality with regard to participant, staff and all other Teach One Academy & Learning Center matters;
- Sign for deliveries and notify employees when mail or deliveries have arrived;
- Keep Director of Human Resources informed of any changes or deviations to current established procedures or inform the need for modifications concerning any of the areas of operation and activity;
- Prepare routine correspondence, meeting materials, newsletters and other documents
- Maintains and controls office supply inventory
- Basic bookkeeping and record keeping (especially QuickBooks accounting software)
- Excellent interpersonal and phone skills
- Strong verbal and written skills

Position Requirements:

- High School diploma or GED
- 1+ years of work experience in an administrative support position in an office

Each One...Reach One...Teach One

P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

Teachoneacademy6@gmail.com ~ www.teachoneacademy.org



Apply:

Please submit your resume, cover letter, and salary requirements to careers@teachoneacademy.org. Include Receptionist in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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