



POSITION VACANCY

DATE POSTED:	October 10, 2018
POSITION:	Switchboard Receptionist
REPORTS TO:	Superintendent
STARTING DATE:	To Be Determined
SALARY RANGE:	Per Board Salary Schedule
WORK YEAR:	253 Days (M-F 7:30-4)
QUALIFICATIONS:	High school diploma or equivalent. Associate degree preferred. Experience as a receptionist including answering multiple phone lines and greeting the public. Possess working knowledge of office equipment and computer software. Strong verbal and written communication skills required. Ability to manage multiple tasks. Candidate must possess a strong computer knowledge including, Microsoft Office (Word, Excel, Access, PowerPoint, & Publisher) and Google Docs. Pass BCII and FBI background check.
RESPONSIBILITIES:	Perform all duties, written or oral, related to the operation of the switchboard. Greet and assist all visitors and staff. Sort incoming mail and perform general office duties. Assist administrative staff with clerical assignments.
APPLICATION DEADLINE:	October 24, 2018
APPLY TO:	Dr. Richard A. Hall, Superintendent

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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