

Immaculate Heart of Mary Catholic School is Accepting Applications for Receptionist

Position	School Receptionist / Records Administrator
Position to Begin	As soon as possible
Terms:	Hourly Position – 12 month contract
Salary:	Diocesan scale based on hours, experience, and qualifications
Qualifications:	Office experience (clerical, administrative assistance, receptionist, front desk, etc.) is highly preferred. Must possess a positive personality who can engage well with school parents and work within the office team. Must have strong computer and records management skills, with competence in Microsoft Word and Excel. Ability to speak Spanish is a strong preference.
Application:	To complete an application for teaching positions in the Diocese of Charlotte, please use this web site: https://1z1bef2t6k8q3w96xp2i4xwi-wpengine.netdna-ssl.com/wp-content/uploads/2016/08/Application-For-Lay-Employment-interactive.pdf
Application & Resume sent to:	Mr. Ryan Schnaith-Ivan, Principal Immaculate Heart of Mary Catholic School 4145 Johnson St. High Point, NC 27265 rschnaith-ivan@ihm-school.com
Additional Expectations	<ul style="list-style-type: none"> • Assist the Front Desk, partnering with the Pupil Services Coordinator to answer phone calls and work with students and parents who come into the office. • Arrange, organize, and manage physical student records. • Work with the RenWeb computer system to manage electronic student records and school scheduling. • Account for teacher/office supplies and place orders as needed. • Coordinate with the Church to effectively manage campus building usage for the school. • Create fliers and certificates for different activities throughout the year. • Perform general office duties as needed by the office team. • Work through the summer, managing student records, ordering school supplies for teachers/school, and performing other office tasks. • Assume other job related responsibilities within the school on an as-needed basis.