

Science Language & Arts

Receptionist / Administrative Assistant

Description

Science, Language & Arts is seeking a Receptionist / Administrative Assistant to support front desk and clerical operations. The Receptionist / Administrative Assistant's responsibilities will cover reception, security, administrative duties, and lobby curation. This position will report directly to the Director of Operations and Strategic Planning.

The successful candidate greets visitors, families, and staff in a warm and friendly manner and serves as the first point of contact for the general public and guests. While guests are not present, this candidate will manage a portfolio including the curation of our school's public spaces, communication with prospective families, programmatic organizational support, and other tasks as directed by the administrative team.

Key Responsibilities:

- Greeting all visitors and families and staff in a warm, friendly manner
- Answering, screening, and forwarding of all incoming phone calls
- Receiving, sorting, and forwarding of daily mail
- Ensuring that all visitors, families, and staff adhere to the organization's security and safety protocols
- Responding to queries from the general public or staff via phone, in-person, or over email
- Maintaining the reception area in a clean and orderly state
- Managing relationships with outside vendors
- Maintaining organizational calendars, including managing room bookings and admin schedules
- Ensuring excellent communication and service for students, parents, school staff, and partners and clients
- Maintaining database of student records, immunization records, digital files, and student attendance
- Other duties consistent with the operation of a high-quality school

Preferred Skills:

- Passion for education and clerical duties
- Excellent communication (oral and written) and interpersonal skills, with proven ability to interact with a diverse range of individuals both in-person and on the phone, applying tact and discretion as situations demand
- Excellent organizational, time management, and follow-up skills
- Proficiency with Microsoft Office Suite
- Proficiency with Google Drive Suite
- Proficiency with FileMaker Pro
- Prior work experience in educational institution preferred

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- French- or Mandarin-speaking ability a plus

Required Qualifications:

- Ability to communicate clearly in English is required
- Commitment to SLA's philosophy and values as detailed in the "About Our School" section and on our website: www.slaschool.org.

Benefits

- Subsidized Health Insurance
- Low-Cost Dental and Vision Insurance
- Wageworks Pre-Tax Transit Benefit
- Childcare and Healthcare Deferred Compensation Plans
- Membership in One Medical
- Membership in Teladoc
- Health Advocate Healthcare Support
- Affordable life and disability insurance options
- Discounted Gym Memberships (including ClassPass, NYSC, NYCHRC)
- Retirement Savings Plan

How To Apply

- Please submit a resume and a cover letter as your application. The cover letter should describe your educational philosophy, address how you would perform well in this role, identify key relevant experiences, and include your availability. Later in the application process, please be prepared to provide personal and professional references as requested.
- Resume and Cover Letter submissions should be sent to [hiring@slaschool.org](mailto: hiring@slaschool.org) and address your cover letter to the hiring manager. Please include the position title in the subject line of your email.
- Only applicants deemed a good fit for this position will be contacted to schedule an interview.

Full- and part-time positions are available depending on the qualifications of the candidate.