
Job Title: Receptionist

Mill Springs Academy invites applications for a full-time receptionist. The School Receptionist is often the first point of contact with Mill Springs Academy. It is essential that the receptionist maintains an enthusiastic disposition, a positive attitude, and a sincere desire to assist all members of the Mill Springs Academy community and its guests. This is a 10-month position beginning August 1, 2022.

Professional Skills, Knowledge and Experience:

- Minimum AA Degree.
- Polished oral, written, telephone, and e-mail communication skills; ability to communicate effectively with a variety of constituencies.
- Strong interpersonal skills, including tact, diplomacy, confidentiality, and judgement.
- Team player with a positive attitude, proactive approach, and customer-service mindset.
- Superior organization skills.
- Very strong computer skills, including high competency in Microsoft Office software, Google Suite, and databases.

Key Responsibilities:

- Support the School and its leadership to promote the mission and values of the school.
- Serve those who come into the office for assistance – parents, teachers, students.
- Answer phones and direct calls.
- Announce calls and visitors to the offices via telephone and ask visitors to wait in the reception area.
- Ensure the reception area maintains a clean and professional appearance.
- Maintain student sign-out books.
- Keep an inventory of office supplies and order more as needed or requested.
- Distribute certification of attendance forms for students seeking their driver's license.
- Other assigned duties:

Please forward cover letters and resumes to Patsy Beckwith, Director of Human Resources.

Notice of Non-Discrimination

Based on receipt of federal financial assistance through a Paycheck Protection Program loan administered through the U.S. Small Business Administration (SBA) under the CARES Act, Mill Springs Academy acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin, sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Patsy Beckwith, Human Resource Director, Title IX Compliance Officer, 13660 New Providence Road, Alpharetta, GA 30004 (404) 210-0838, pbeckwith@millsprings.org or Taniah Jones, Dean of Students, Section 504 Compliance Officer, 13660 New Providence Road, Alpharetta, GA 30004, (678) 789-8600, tjones@millsprings.org; or to the U.S. Department of Education's Office for Civil Rights (OCR) or to the SBA. Please refer to the School's SBA Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR or the SBA.

This notice will remain in effect until the School has satisfied and paid off the SBA Paycheck Protection Loan.