

Office Receptionist

Requirements:

Must have accepted Jesus Christ as your personal savior and be committed to serve Him faithfully.

Must be in full agreement with and activity support the God given mission and vision of AICM.

Must be an active member of a local church body.

Minimum Qualifications:

High school diploma

Basic computer skills

Good people skills

Desired:

Two years experience

Experience working in a cross cultural environment

Objective:

To run the outer office in a professional and competent manner making a good first impression for AICM and bring glory honor to God.

Supervision:

Responsible to the Operations/HR Director

Duties and Responsibilities:

*Answer and route calls, greet visitors

*Handle inquiries from the parents, students and staff, and provide information related to the situation and/or circumstance

*Issue identification cards

*Coordinate escorting of visitors to the desired destination

*Collect and distribute parcels

*Assist the business manager by performing the banking, postal, and town errands

*Assist the school secretary, principal, director, teaching staff, or any other staff with duties and responsibilities as needed

*Assist in triage and medicine dispensing for students and staff for illness to help determine whether a clinic visit is necessary

*Coordinate fundraising which includes Box tops, Campbell's Labels, Ink Jet Cartridge Recycling

- *Coordinate Child Sponsorship Program
- *Track and report meal counts for the state subsidy program
- *Routine word processing and filing
- *Accept responsibility for additional assigned duties necessary for the successful operation of AICM/AICS