

**Job Title:** Administrative Assistant

**Organization:** Good Shepherd Episcopal School

**Location:** 402 Seabrook Road, Tequesta, FL 33469

**Our Mission:** We exist to provide our students with a firm foundation for life and learning in a safe environment that meets the needs of each student.

**About:** Good Shepherd Episcopal School is a nurturing Early Learning program and Independent Elementary School rooted in the Episcopalian tradition. We foster a love of learning where students develop critical thinking skills, a strong moral character and Christian values through our program of challenging academics and creative expression.

As an independent school, Good Shepherd is self-governing and financially independent. Although affiliated with The Church of the Good Shepherd, our School is governed by an independent Board of Trustees. Good Shepherd is a proud member of: the Florida Council of Independent Schools, the National Association of Independent Schools and the National Association of Episcopal Schools.

**Position Summary:**

The Receptionist is the welcoming face of Good Shepherd Episcopal School and plays a vital role in ensuring the smooth and efficient operation of the school. This position requires a highly organized, professional, and personable individual with excellent communication and interpersonal skills.

**Key Responsibilities:**

* **Front Desk Operations:**
  + Greet and welcome visitors, students, and parents in a friendly and professional manner.
  + Answer and direct phone calls, taking accurate messages and transferring calls as needed.
  + Manage visitor check-in and sign-in procedures, ensuring campus safety.
  + Maintain a clean and organized reception area.
* **Administrative Support:**
  + Assist with various administrative tasks, such as data entry, filing, and photocopying.
  + Prepare and distribute mail, packages, and school communications.
  + Place Office & Maintenance Orders.
  + Assist with event planning and Assemblies as needed.
  + Parent Association Liaison – Reconciliations, Flyers, Approvals.
  + Maintain accurate student and visitor records.
* **Communication and Collaboration:**
  + Communicate effectively with students, parents, faculty, and staff.
  + Build and maintain positive relationships with the school community.
  + Collaborate with other departments to ensure smooth school operations.

**Qualifications:**

* High school diploma or equivalent required.
* Two years of experience in a receptionist or customer service role required.
* Excellent communication and interpersonal skills, both written and verbal.
* Strong organizational and time-management skills.
* Proficiency in Microsoft Office Suite (Word, Excel) and Gmail.
* Ability to work independently and as part of a team.
* Positive and enthusiastic attitude with a strong work ethic.
* Commitment to the mission and values of Good Shepherd

**Benefits**

* Competitive salary
* Health and Dental insurances
* 401k matching program
* Professional development opportunities
* Tuition remission for children

**To Apply**

Please submit a cover letter, resume and professional references to:

Human Resources

402 Seabrook Road

Tequesta, FL 33469

HR@goodshepschool.com

**Nondiscrimination Policy:** Good Shepherd Episcopal School is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.