



New Hope

Christian Academy

Main Office Associate

Reports To

The Main Office Associate will report to the Main Office Manager.

Job Summary

To provide and foster a welcoming and nurturing environment for all visitors, parents, students, and faculty/staff while assisting in the daily operations of the main office

Responsibilities and Duties

- Demonstrate a love for God and His children
- Demonstrate a relentless commitment to the mission of NHCA
- Project a positive image of NHCA and a cooperative spirit at all times
- Greet students, parents, faculty, staff and visitors warmly and make sure they are comfortable
- Answer phones and route calls/messages to appropriate parties
- Answer inquiries about the school or direct to appropriate parties
- Perform various clerical duties
- Assist in distributing approved medicine for students
- Assist in caring for sick students
- Ensure security, integrity and confidentiality of data
- Monitor visitor check-in process
- Oversee the appearance of the Main Office
- Monitor all teacher workspaces for supplies
- Receive and reconcile money received by the office for various events/sales
- Assist in distribution and collection of school-wide communication
- Track student attendance and create weekly reports for administration
- Maintain accurate information within student information system (SIS)

Qualifications

- Proven office, administrative or assistant experience
- Knowledge of office responsibilities, systems and procedures
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Proficient in Google and MS Office suite, including creating Excel spreadsheets and Word mail merge
- Knowledge of office equipment including copiers, printers, laminators, fax machines, etc.
- Excellent time management skills and ability to multi-task and prioritize work

Interested applicants should print and complete the staff application located on the school website and submit to Debbie Bennett – dbennett@newhopememphis.org.