



Accrediting Commission for Schools Western Association of Schools and Colleges

JOB TITLE: RECEPTIONIST

SALARY: \$47,000

BASIC FUNCTION

Responsibilities include general reception duties, such as greeting visitors, processing incoming email and mail, and receiving deliveries; customer service; and data entry. This position also includes supporting other departments with special projects, as needed.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

- General reception duties
- Answer phones
- Forwarding and responding to email correspondence
- Assist other departments with special projects.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIREMENTS — EDUCATION, EXPERIENCE, AND SKILLS

- Bachelor's degree preferred
- Computer competence and effective use of Microsoft Office
- Exceptional written and verbal communication skills
- Attention to detail and ability to multitask
- Ability to organize, analyze, and synthesize information.

WORKING CONDITIONS

ENVIRONMENT: Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching to file and retrieve materials

Reaching overhead, above the shoulders and horizontally.

HOW TO APPLY

To apply for the job position, fill out the employment application that can found on the ACS WASC website at www.acswasc.org/careers.htm. Submit the completed application along with your resume and a cover letter to jobs@acswasc.org.

This job posting will be open until October 30. Preliminary interviews will be on Thursday, October 1 and final interviews will take place on Friday, October 2.

ABOUT US

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), is a world-renowned accrediting organization. ACS WASC extends its services to over 4,600 public, independent, church-related, and proprietary pre-K–12 and adult schools worldwide, primarily in California, Hawaii, Guam, Asia, the Pacific Region, Africa, the Middle East, and Europe.