

Position Description

Date: August 9, 2019

Title: Fuchs Mizrahi School Administrator

Department: General Business Operations

Supervisor Name and Title: Jill Karnis

Founded in 1983, Fuchs Mizrahi School is a leading internationally renowned, Modern Orthodox Jewish day school, located on its LEED-certified Stone Campus in Beachwood, Ohio. Educating and inspiring students from 18-months through twelfth grade, we are motivated by a real passion for deep, meaningful learning and leadership. The belief that excellent teacher-student relationships are the foundation of a great education.

Fuchs Mizrahi School is a community committed to Torah and Mitzvot. Our students and their families are inspired to learn and grow in their love of G-d and His Torah, while seeing the modern State of Israel and aliyah as central to our personal and national destiny. We are very proud to say in our own words that Mizrahi is, "a community driven by a passion for Torah Values, Religious Zionist Ideals, and the pursuit of Excellence in General and Judaic Learning and Leadership."

POSITION OBJECTIVE

The key role of this position is to support the school and its constituents by handling day to day operations of the front desk. Serves as administrative support and performs other routine clerical functions for the school. Supports and promotes Fuchs Mizrahi School safety and security efforts.

ESSENTIAL FUNCTIONS

1. Routes incoming and outgoing phone calls throughout the school
2. Greets and directs all visitors
3. Sorting and distributing incoming and outgoing mail
4. Copying, scanning and filing as needed
5. Operate and maintain copier(s) and fax machine(s) and trouble shoot as needed
6. Maintain office supplies and general office and mailroom upkeep
7. Monitoring access control entryways throughout the building
8. Signing students in and out of the building
9. Assisting families with retrieving students from classes
10. Direct students to school health services
11. Assisting with attendance and dismissal
12. Assist with the Visitors Management Software System

Front Desk Receptionist

NONESSENTIAL FUNCTIONS

1. Perform other duties as assigned in support of the School's Administrator and Senior Leadership Team
2. Assist with special projects as needed

CONTACTS

Regular contact with all staff and faculty of the school, students, families and visitors

SUPERVISORY RESPONSIBILITY

None

QUALIFICATIONS

- High Diploma or GED is required. Previous experience in a professional office setting is desirable. Experience with Microsoft and Google Suits

REQUIRED SKILLS, LIENSURE/CERTIFICATIONS

- Ability to multitask and work in fast-paced environment
- Basic familiarity with copiers, scanners, postage meters and multi-line phone system
- Ability to communicate effectively at all levels within the school
- Excellent customer service skills

WORKING CONDITIONS

Part-time position Monday-Wednesday from 11:45 am – 5:15 pm

General office working environment. Occasionally lifting up to 25 lbs