



Lighthouse Christian School
3008 36st St. NW • Gig Harbor, WA 98335 • 253-858-5962 • www.lcschool.org

Job Description: RECEPTIONIST/OFFICE ASSISTANT

Responsible to: Director of Education

Goal: To insure that all office processes are conducted in a highly professional manner and on a timely basis. To serve as receptionist and perform related clerical duties in order to help advance the mission and vision of Lighthouse Christian School.

Qualifications:

- Born-again Christian and credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Scriptures. Active member of an evangelical Trinitarian church.
- Accepts and supports the school's statement of faith and indicates a continuing sense of God's direction in working at Lighthouse Christian School.
- Demonstrated clerical expertise and experience.
- The ability to work efficiently with a service-oriented attitude under stressful situations with constant interruption.
- Skilled with Microsoft Office Suite software.
- Proficient communication skills (verbal and written)
- Excellent personal relations with staff and the public at large.
- Computer experience on various software systems; expert in office automation.

Essential Duties and Responsibilities:

- Serve as a front desk receptionist to our middle school and provide a friendly environment for parents, students, and visitors. Communicate with the public, employing discretion and independent judgment, directing individuals to the correct person and efficiently resolving their concerns.
- Provide computer support functions to other office staff as needed.
- Maintain confidentiality of information.
- Analyze situations and adopt an effective course of action.
- Complete other projects and assignments assigned by the Campus Administrator.
- Demonstrate willingness to cross-train and fill-in as needed in the office.

Work Requirements:

- Part-time, non-exempt position based upon the school year calendar (may include additional summer hours as needed). Hourly wage as outlined in the annual at-will employment letter.