



Fairfield City Schools

4641 Bach Lane • Fairfield, Ohio 45014-3095
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We are now accepting applications for the vacancy of:

Confidential Receptionist – Fairfield Administration Building

Position:	Confidential Receptionist
Building/Department:	Fairfield Administration Building
Contract days:	250 days, four (4) hours per day (primarily PM shift)
Civil Service Status:	Excluded
Bargaining Unit Status:	Excluded

Essential responsibilities/duties:

- Welcome and greet visitors to the Administration building in a courteous, professional and friendly manner.
- Answer and direct incoming telephone calls to the appropriate department, building, or individual with professionalism and efficiency.
- Maintain a strong working knowledge of the District, schools, departments, daily operations, and community activities in order to assist parents, community members, and other callers or visitors.
- Ensure the reception area is orderly and presentable, including maintaining bulletin boards and informational materials.
- Perform general clerical tasks as assigned within the scope of responsibilities.
- Assemble materials, fold, staple, and complete other special projects as needed. Operate copy machines and other office equipment efficiently.
- Serve as a confidential employee to the District's Administration Building and Board of Education.
- Other duties as assigned related to the role.

Qualifications:

- Strong interpersonal skills with the ability to communicate effectively and build positive relationships with the general public and colleagues.
- Excellent verbal and written communication skills with strong attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Ability to learn and effectively use telephone and voicemail systems.
- Working knowledge of basic computer skills, with the ability to learn district-specific email and calendar management systems.

Application Process:

Interested candidates must complete an on-line application through the AppliTrack/Frontline system at www.fairfieldcityschools.com. For questions, please email: hr@fairfieldcityschools.com