



**Bellarmino**  
College Preparatory

## ***Receptionist***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory is looking for a reliable and welcoming Receptionist to manage the front office and perform basic support tasks to the Bellarmine Community.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities**

- Warmly welcome and greet visitors upon arrival providing a visitor’s badge to wear while on campus while directing visitors to where they need to go
- Manage all incoming phone calls by answering, screening, and forwarding calls as appropriate
- Manage all incoming mail as they are received and sorting/distributing them to appropriate mailboxes
- Prepare shipment of items and scheduling pick-ups from carriers as needed
- Manage front office and kitchen supplies
- Manage contractor/vendor access to areas on campus
- Assist with parent groups as needed
- Other duties as needed or assigned

### **Minimum Qualifications/Skills**

- Must possess at least 3 - 5 years of relevant experience; ideally in a school environment
- Excellent customer service skills
- Excellent problem solving skills
- Excellent verbal and written skills including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Flexibility to work in a fast-paced work environment with the ability to multi-task
- Proficient use of the computer particularly using email and instant messaging (Outlook/TEAMS)

### **Physical Requirements:**

- Ability to lift up to 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen

### **General Information**

- This position is classified as a regular, full-time, non-exempt
- Compensation: \$26.00 - \$30.00 DOH
- Work hours are typically Monday – Friday from 7:30am – 4:00pm
- This position is eligible to participate in Bellarmine’s excellent benefits package

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**To Apply Online:**

Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and upload all applicant materials (**Staff Application Form, Resume, and cover letter are required**) through the position posting via [BCP Career Center](#).

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmino may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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