



JOB DESCRIPTION

JOB TITLE Receptionist

RESPONSIBLE TO Director of Operations

QUALIFICATIONS

**Education/
Experience**

High school diploma or GED required. Prefer secondary or post-secondary training in vocation office education. Be able to accurately input data and possess knowledge of basic software and data entry on a computer terminal. Possess a demonstrated ability to good interpersonal, written, and verbal communication skills. Be able to accurately keep records and possess good office organization skills.

Skills

Ability to read, analyze, and interpret documents. Ability to respond to common inquires from customers, students and the business community. Ability to write using correct grammar skills that conform to prescribed style and format. Ability to effectively communicate information to administration, students, instructor's and public groups.

Other

Regular attendance following a designated work schedule starting At 7:30 a.m. Must attend meetings as required.

PHYSICAL/MENTAL STANDARDS

Ability to read and comprehend written documents and materials. Ability to confer with individuals and groups concerning High Plains Technology Center protocol and room orientation.

PHYSICAL WORKING CONDITIONS & DEMANDS

Work may require periods of standing and walking. Good physical, emotional and mental health. Must be able to meet the following physical demands: Bends, walks, and lifting supplies and equipment up to 20 pounds; hearing capability of 0-25 DB; visual acuity of at least 20/30 out of one eye with or without correction lens.

EMOTIONAL EFFORT Moderate
Must work on a variety of projects at the same time.

PERSONNEL CLASSIFICATION Non-certified support personnel, full time with benefits.

PRIMARY FUNCTION The person filling this position will serve as Receptionist to the Superintendent and other staff. The receptionist must be able to communicate to students, instructors within High Plains Technology Center and the public. This person will be assigned any extra job duties necessary to the enhancement of High Plains Technology Center