



<https://mollydistinctconsult.com/job/school-front-desk-receptionist-satellite-town-lagos/>

## School Front Desk Receptionist

### Description

**Molly Distinct Consult** is looking for a **Front Desk Receptionist** to join this vibrant, happy and successful school in Satellite Town, Lagos.

### Job Summary:

The School Front Desk Receptionist is responsible for providing excellent customer service and administrative support to students, parents, and staff members.

The receptionist will be the first point of contact for visitors and will be responsible for creating a welcoming and professional atmosphere.

### Responsibilities

- Greet and welcome visitors to the school, answering questions and directing them to the appropriate person or department
- Answer incoming phone calls, responding to inquiries or directing calls to the appropriate person or department
- Maintain accurate and up-to-date records of student attendance, including tracking late arrivals and early dismissals
- Maintain a tidy and organized front office space, including filing and organizing paperwork, managing mail and deliveries, and ensuring office equipment is working properly
- Assist with administrative tasks such as scheduling appointments, coordinating meetings, and distributing materials to staff and parents
- Handle sensitive and confidential information with discretion and professionalism
- Perform other duties as assigned by school administration

### Qualifications

- A minimum of Bachelor's Degree in any field, with at least five year of relevant work experience as a Front Desk.
- Excellent customer service skills, with the ability to interact positively and professionally with students, parents, and staff members
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize competing demands
- Excellent written and verbal communication skills
- Proficient in Microsoft Office and other relevant software programs
- Ability to maintain a calm and professional demeanor in a fast-paced environment
- Knowledge of basic administrative procedures, including record-keeping and data entry

### Job Benefits

**By joining this school, they can offer you:**

- A competitive salary
- A supportive team of teachers, support staff and senior leaders

### Hiring organization

Molly Distinct Consult Job

### Employment Type

Full-time

### Beginning of employment

April, 2023

### Duration of employment

Full Time

### Industry

Education

### Job Location

Satellite Town, 102262, Festac, Lagos, Nigeria

### Working Hours

Monday Through Friday

### Base Salary

# 80000 - # 100000

### Date posted

March 19, 2023

### Valid through

30.04.2023

- Excellent school facilities
- Opportunities for CPD
- A hard working but welcoming working environment.

## **Contacts**

***By registering with Molly Distinct Consult, we can offer you:***

- We attract top education talent and in return offer attractive salary.
- Full interview preparation and assistance – so you're fully prepped and confident, increasing your chances of success
- Help with lesson planning – our support doesn't stop once we've secured you a placement
- Free social and networking events to get to know your peers and consultants