



**Job Title:** Front Desk Administrator

**Reports to:** Principal

**Role Summary:**

The Front Desk Administrator is responsible for front desk operations and handling academic communications. This includes preparing and distributing progress reports and report cards, as well as providing first-line support for families and visitors.

**Responsibilities:**

- Greet and assist students, families, and visitors in a professional manner.
- Prepare and distribute student progress reports and report cards according to schedule.
- Answer phones, direct calls, and manage front desk inquiries.
- Maintain an organized and welcoming reception area.
- Support the administrative team as needed.

**Additional Requirements:**

- Basic computer knowledge of word and excel
- Must be able to multitask and work in a fast paced environment
- Excellent Communication skills – verbal and written
- Bilingual in English and Spanish
- Organized with attention to detail

**To inquire about this position:**

Contact: Mrs. Mallory Dunphy - [mdunphy@bmv-school.org](mailto:mdunphy@bmv-school.org) or 401-781-2370