

# Diocese of Nashville

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## Receptionist

### Description

This position is responsible for the professional and efficient managing of visitors, telephone calls, and messages, as well as a variety of clerical duties that support the operation and presentation of a professional office.

### Key Responsibilities

- Maintain lobby and reception areas
- Answer telephone, greet guests, receive deliveries, and manage visitor sign-in
- Maintain student attendance, absence requests, and student messages
- Manage bell schedule, switching for special events
- Perform other duties as determined by the Director of Development.

### Requirements

- Creates a positive, hospitable environment
- Attention to detail
- Timely responses for information, service, and assistance
- Critical and creative thinking skills, developing alternative solutions
- Promotes a positive work environment, striving for personal and organizational excellence
- Speaks clearly and actively listens, asking clarifying questions when needed

### Hiring organization

Overbrook Catholic School

### Job Location

Nashville, TN

### Date posted

February 26, 2024

To apply, please forward your cover letter, application, and resume to [information@overbrook.edu](mailto:information@overbrook.edu).