Job Title: Payroll and Benefits Receptionist  
Exemption Status/Test: Non-Exempt

Reports to: Payroll and Benefits Office Manager  
Date Revised: June 2017

Dept. /School: Payroll and Benefits

Primary Purpose:
Answer multiple phone lines and greet and assist visitors in a pleasant and professional manner. Assist in the routing work activities of a school district department office and provide clerical and administrative services to the staff.

Qualifications:

Education/Certification:
High school diploma or GED

Experience:
Front desk and/or payroll and benefits experience preferred

Special Knowledge/Skills:
Proficient in use of MS Office and GISD software applications
Strong interpersonal, organizational and clerical skills
Bilingual
Ability to handle confidential and sensitive information with good judgement
Ability to manage heavy workload with attention to detail in a fast-paced office while meeting critical deadlines

Major Responsibilities and Duties:

1. Answer multiline phone system directing calls to appropriate individuals.
2. Assist staff members with routing clerical duties.
3. Sort department mail.
4. Order and maintain adequate supplies for staff.

Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard high volume copier/scanner, multi-line phone system, computer
Posture: Frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Prolonged data entry; grasping/squeezing to sort for filing
Lifting: Occasional moderate lifting (15-30 pounds)
Environment: Work in a high volume, fast paced office environment; frequent multi-tasking
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.