

Receptionist & Advancement Administrative Assistant

Berkeley Preparatory School

Tampa, FL

Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Receptionist & Advancement Administrative Assistant:

The Receptionist & Advancement Administrative Assistant serves as the liaison between our alumni, students, families, faculty, staff, and visitors with the highest level of professionalism, courtesy, and hospitality. The Receptionist and Advancement Administrative Assistant sets a positive tone for all visitors, callers, and guests through exercising our core values of discipline, diligence, and integrity. The candidate will always demonstrate an upbeat and helpful attitude and take pride in being the face of Berkeley.

Responsibilities

- Open the Administrative offices daily in a punctual manner with strong attendance
- Answer, screen, and direct phone calls in a polite and friendly manner
- Greet visitors, vendors, and guests warmly, directing them appropriately and answering questions graciously and accurately; Process all visitors, vendors, alumni, and faculty badges in the *FastPass* System
- Oversee and manage incoming and outgoing mail
- Oversee the School's main calendar - processing requests, entering events, and hosting calendar review meetings
- Take inventory of office and mailing supplies; order and restock, as needed
- Oversee and schedule campus meeting spaces
- Assist with general administrative tasks to include, but not limited to, copying, faxing, mail merge, creating address labels, and data entry
- Demonstrate positivity and a team spirit by assisting other departments with bulk mailing projects and other special tasks
- Maintain the front office and employee kitchen, in a clean and tidy manner
- Maintain and distribute the school phone directory and have ready for distribution the week before school begins, with updates as needed throughout the year
- Assist with Late Duty roster
- Assist with other Advancement projects and programs, including occasional evening programs and events

Skills & Attributes

- Reliable and dependable
- Excellent verbal and written communication
- Exceptional telephone etiquette
 - Customer-service oriented
 - High degree of organization and resourcefulness
 - Adept at prioritizing, scheduling, and multitasking
 - Ability to handle all forms of office equipment (e.g., telephone switchboard, printer, fax machine, postage machine, etc.)
 - Active listener with excellent interpersonal skills
 - Fast and eager learner
 - Friendly and positive attitude
 - Maintain grace and professionalism in times of simultaneous requests from multiple constituents

Qualifications

- Bachelor's Degree preferred
- Two to three years of relevant experience in an office environment, primarily running a front office
- Proficient in Microsoft Office products to include MS Word, Excel, PowerPoint, and Outlook
- Demonstrated ability to read, write, and speak English
- Able to type a minimum of 35 wpm
- Strong phone skills
- Excellent interpersonal skills
- Comfortable multitasking and prioritizing tasks without guidance
- Punctual with strong attendance
- Preference to previous database and Google suite experience
- Willingness to learn Blackbaud's Raiser's Edge

The Receptionist and Advancement Administrative Assistant must show a strong willingness to receive feedback regularly, grow professionally, significantly contribute to the success of the school and will be eager to work in a culturally and ethnically diverse environment.

Compensation and Benefits

This position reports to the Director of Institutional Advancement and is a full-time, salary, non-exempt position with full benefits. The appointment will begin as soon as possible. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons:

Select [here](#) to apply now.

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies, scholarship programs, athletic programs, and other School-administered programs, or in the administration of its hiring and employment practices.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.