



Employment Opportunity – RECEPTIONIST (Part-Time)

Linden Christian School (LCS) invites applications for the position of part-time Receptionist. LCS is a K-12 independent school with over 950 students. The Receptionist is responsible for general receptionist duties and providing support to the office team. As a member of the office team, this entry-level position is responsible for maintaining a positive and welcoming atmosphere to students, parents, faculty & staff and other guests to the school. The LCS Receptionist contributes to the advancement of the Mission and Vision of Linden Christian School.

The successful candidate will:

- have a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- give evidence of a strong commitment to Christian faith in belief and practice, and be in agreement with LCS' Mission, Vision and Core Value statements;
- be willing to sign and adhere to the LCS Statement of Faith and demonstrate confidentiality relating to all school issues;
- fulfill the Receptionist responsibilities, education and experience, and other requirements as outlined in the job description.

Interested candidates will have the following requirements:

- highly developed relational and communication skills with both adults and students from Kindergarten to Grade 12, with a strong customer service orientation;
- able to take initiative, be self-motivated and have the ability to work independently and collaboratively as part of a team;
- utilizes excellent organizational/time management skills and the ability to multi-task in a fast-paced work environment with frequent interruptions;
- training and/or experience in a computerized environment (MS Office);
- possess or willingness to obtain First Aid/CPR certification.

Interested candidates should review both the LCS Statement of Faith and the Job Description that follow this employment opportunity. Applicants are asked to forward a letter of application, a complete résumé, a personal statement of faith and a minimum of three references. Please submit your application documents to the attention of Anne Penner, Human Resources Coordinator, via email to apenner@lindenchristian.org.

Thank you for your interest in this position. Please note only those applicants selected for an interview will be contacted. **The closing date for applications is Monday, June 22, 2020.**