



ELEMENTARY CAMPUS RECEPTIONIST

CCS is looking for the right individual to fill the critical position of receptionist at the Elementary Campus. The ideal candidate will have a welcoming and inviting personality and a desire to serve, as this position will be the first person our guests meet or speak to on the phone. To be successful in this role, the candidate should possess a knowledge and understanding of technology, be able to multi-task, solve problems, and lend a helping hand when needed. The primary responsibilities will include answering and directing phone calls, greeting, and serving guests visiting the campus, maintaining student attendance, and securing substitute teachers.

CCS is a distinctively Christian school that prepares Christian students for Kingdom service. Our teachers and staff have a contagious love for Jesus Christ, a passion for the subject matter or grade level that they teach, and a desire to form meaningful relationships with students and their parents.

This position is a full-time, hourly position with full insurance coverage (medical, dental, life, short-term, and long-term disability), paid holidays, paid sick leave, and tuition financial aid for school-age students who attend Cincinnati Christian Schools.

For additional information contact Mei Ling Rumping, Director of Human Resources at meiling.rumping@cincinnatichristian.org. To apply, please visit the Employment section of our website to complete our online application.