



HHG's vision is to equip all children with the skills necessary to access world opportunities via an unparalleled educational experience.

The mission of HHG is to establish schools with a quality curriculum based on national and international standards with highly effective leadership taking and activating the vision.

Position: Secretary/Office Receptionist
Reports to: Principal
Employed by: The Hanley Harper Group, Inc.

Primary Responsibilities:

- Data entry of attendance and phone contact to homes.
- Answer telephone/school e-mail.
- Building mail distribution.
- Type daily bulletin/announcements.
- Post official notices.
- Data entry of absences.
- Maintain inventory of general office supplies.
- Order general office supplies for building.
- Order warehouse supplies for building.
- General requisitioning requests for building.
- Assist Principal and Administrative Assistant, as needed.
- Others duties as assigned.

Education and Work Related Experience Requirements:

- Minimum high school diploma.
- Ability to communicate effectively both orally and in writing.
- Knowledge of various computer software packages and platforms.
- Able to work in a professional atmosphere with student/parent confidential matters.
- Able to work in a professional atmosphere with faculty/staff.
- Successfully pass State and Federal criminal background checks.