Ubah Medical Academy Charter High School

1600 Main Street ~ Hopkins MN 55343-1026
952.540.2942 (phone)
952.540.2950 (fax)

Job Posting

What: Office Receptionist
Number of Positions: One
When: Immediate start
Where: Ubah Medical Academy

Ubah Medical Academy is a 9-12 charter school founded by educational leaders in the East African community that ultimately seeks to prepare students for successful and productive lives as United States citizens while allowing them to retain their unique cultural heritage.

We currently have an opening for Office Receptionist. Preferred candidates are highly organized, possess strong office administration skills, have accounts payable experience and demonstrate excellent communication skills.

Essential Job Functions:

· Meet and Greet visitors to the reception area in a professional manner.
· Answer all incoming calls in a timely professional manner and pass them on to the relevant department.
· Receive and distribute incoming mail/deliveries and post outgoing mail.
· Maintain office stock and arrange ordering supplies.
· Support the administrative staff in the school events, graduation, orientations, and other tasks as needed.
· Assists the office staff with material preparation and filing.

Qualifications:

· A Bachelor's degree (B. A. or B.S.) from four-year college or university
· Strong oral and written skills- English and Somali
· Excellent interpersonal, influencing, and presentation skills.
· Proficiency in Microsoft Office and the Internet required.

Benefits

We offer a competitive salary, as well as a comprehensive benefits package, and the schedule includes a half-day on Fridays, and more! If you are interested in working in a small school with dedicated students, staff, and families. We encourage you to apply, please send a cover letter and resume to the following:

Ubah Medical Academy
1600 Main Street
Hopkins, MN 55343
Ifrah.dualeh@umahs.org
Kelly@roosolutions.net
(952)540-2942, 104
(952)540-2950 (fax)