

Job Title: Receptionist
Area of Church Operations: Operations
Reports to: Office Coordinator
Classification: Non-Exempt
Status: Part-Time Employee

SUMMARY

The Receptionist is the first point of contact for guests. S/he provides assistance by welcoming guests and helping people get access to requested information. This position also maintains a calm, orderly, pleasant work environment in the church office.

ESSENTIAL FUNCTIONS

- Answers incoming calls and directs calls accordingly
- Welcomes guests and answers questions; helps find the information needed
- Processes incoming and outgoing mail/packages
- Maintains office supply inventory, including ordering office supplies and paper
- Assists with clerical and administrative tasks, such as, making name tags, printing, and assembling mailings
- Schedules events for Operations Pastor
- Prepares check requests and monthly credit card reconciliations for the Operations Pastor
- Maintains accurate records and files for the Safety and Medical Teams

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent
- Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook, and aptitude to learn other software applications
- Strong verbal and written communication skills
- Previous office and/or customer service experience preferred

TIME COMMITMENT

24 hours per week (Day Receptionist)

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

This job requires the employee to regularly talk and hear. The employee is frequently required to stand, sit, walk, use hands and arms. The employee is frequently required to lift of objects weighing up to 25+ pounds (coffee pots, boxes of paper, packages, etc.).

WORK ENVIRONMENT

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers/printers, paper cutters, and paper folder, and postage meter.

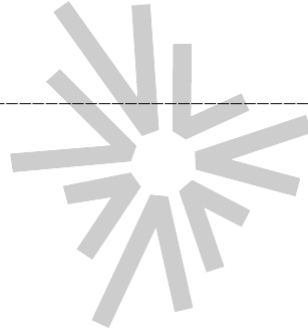
OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ Date _____



faith church