

**Job Title:** Receptionist Substitute  
**Reports to:** Guest Experience Coordinator  
**Classification:** Non-Exempt  
**Status:** Part-Time Employee

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## SUMMARY

The Receptionist Substitute 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.

## RESPONSIBILITIES

- 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

## 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

As needed

## 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.

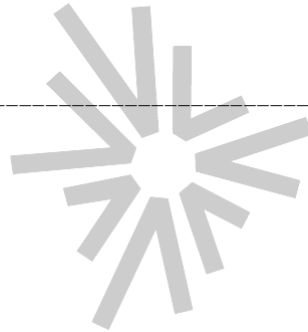
**OTHER DUTIES**

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**