

Church Receptionist

Part-Time, Non-Exempt

Greets all church office guests, answers phone calls, and aids Ministry Assistants with daily duties.

Qualifications

Education:

High School diploma.

Personal Attributes:

Born-again Christian who embraces church employment as a ministry.

Supports the Baptist Faith & Message (2000).

Personable personality and character.

Specialized Skills:

Experience operating church office equipment.

Telephones, printers/copiers, paper cutters/folders, postage machines, etc.

Communication and telephone etiquette skills. (English speaking)

Computer software skills. Word, Outlook, Excel, web browsers, etc.

Examples of Responsibilities

1. Answer phones, relay messages, greet guests. (Able to hear adequately)
2. Process mail and deliveries.
3. Order office supplies.
4. Maintain office equipment.
5. Typical workdays are Monday – Wednesday, 8:30-4:30. Work generally performed indoors.