

Professional Receptionist/Clerk

St John Baptist Church is looking for a dedicated Receptionist to handle member and visitor-facing duties as well as general office management tasks. When our members, vendors and visitors walk into our office, we want them to find a friendly, smiling face and helping hand. The ideal candidate has excellent oral and written communication and multitasking skills, a positive attitude and a strong work ethic.

Purpose: Serve as the front desk representative of the church mostly during business hours in relation to visitors, church members and vendors.

Primary Duties and Responsibilities:

- Greet members and visitors with a warm, welcoming attitude
- Manage a multi-line phone system in a professional manner and direct calls as needed.
- Receive, direct and relay telephone messages to the appropriate staff person
- Screen and respond to emails
- Draft letters and any other required correspondence
- Maintain information boards and bulletin boards ensuring all information is current
- Ensure that front desk office and electronic files are up-to-date and well-organized
- Manage front desk and it's computer files and records
- Carry out general clerical and filing duties; help keep the front desk neat; and carry out other general tasks as assigned
- Receive, sort and distribute incoming mail and prepare outgoing mail. Open and date stamp all incoming correspondence.
- Provide clerical support
- Keep the supplies in the work storage room organized
- Direct members, vendors and the general public to the suitable staff member
- Work closely with other Administrative Assistants in providing back-up clerical support

Position Requirements:

The selected candidate must have a High School diploma, excellent communication skills, and basic computer skills. Must have experience with Microsoft Office and Microsoft Outlook.

Relevant Work Experience – Minimum of 2 to 3 years as a receptionist/clerk.

Education Level – High School diploma

Compensation – \$25,000 - \$30,000 depending on experience

Benefits – Health Insurance Contribution, Paid Sick and Vacation Leave,

Work Schedule – Monday thru Friday, 9 a.m. to 5 p.m.

Qualified candidates should submit their resumes as soon as possible to hrdept@stjohnbaptistchurch.org. Only those candidates meeting the requirements in the position description and having the experience required will be contacted for an interview. No phone calls please.