

Position Profile

RECEPTIONIST

Purpose: Provide a friendly, professional greeting to all callers and guests to the church office, provide general administrative support, and assist with various administrative responsibilities.

Strengths / Skills:

- Courteous, professional demeanor and appearance.
- Excellent verbal communication and organizational skills.

Time Requirement: Monday – Friday, 9:00 a.m. – 5:00 p.m.

Responsibilities:

Reception

- Greet all guests to the church, providing direction and information as needed.
- Answer all incoming telephone calls in a prompt and courteous manner, and direct all calls to appropriate recipients.
- Maintain the main office switchboard and ensure appropriate call forwarding and out-of-office messages at the end of the day.
- Ensure that staff phone extension and cell phone lists are kept current, and provide updated directory lists to staff.
- Recruit and train volunteer back-up receptionists to fill in for vacations and sick days.
- Ensure that the reception area is neat and orderly.

Office Supplies and Equipment

- Evaluate, order, and maintain office supply inventories, ensuring that adequate levels of all general office supplies are on hand at all times.
- Account for the receipt of all office supplies, and store in an organized and orderly fashion.
- Assist in the development of equipment and supply requisitioning processes and procedures, and facilitate office supply and equipment orders for the various ministry areas.
- Monitor the supply levels and overall performance of Work Room office equipment (copiers, fax machine, postage meter, etc.) and contact service technicians for regular maintenance, repairs, and service.

Mail

- Receive, sort, and distribute all incoming mail to appropriate staff mailboxes.
- Sort, weigh, and meter all outgoing mail for pickup by the postal carrier.
- Compile outgoing express envelopes and packages, and arrange for courier service pickup.

General:

- Demonstrate ability to work with computers and learn new software.
- Maintain bus keys and gasoline credit cards for distribution to authorized drivers.
- Assist with the collection and disposition of lost and found items.
- Greet individuals seeking benevolence, and direct to appropriate resources or staff members.
- Provide administrative assistance for ministry support staff as needs arise.
- Attend monthly All-Staff meetings, obtaining appropriate Receptionist backup for that time.
- Perform other duties as assigned by Chief Financial Officer, Executive Pastor, or Assistant to the Executive Pastor.

To apply for this position, please email a resume and cover letter to Becky Cleaveland (bcleaveland@ingleside.org)