

JOB DESCRIPTION

OFFICE RECEPTIONIST

OUR SAVIOURS LUTHERAN CHURCH, Fort Collins CO

Purpose:

The purpose of this position is to support the church staff, particularly the Office Administrator, and Pastors, as Office Receptionist It includes learning and understanding the duties and responsibilities of staff members, committees and ministries. It requires sensitivity and patience to detect problems that might become apparent during a conversation with members and strangers alike. Confidentiality is a must.

RESPONSIBILITIES:

1. Serve as church receptionist. Answer phone, check messages, and greet people who visit the office. Screen pastors' calls/visits from unwanted interruptions.
2. Provide administrative support to the pastors and staff through various computer applications as directed by the Office Administrator.
3. Answer inquiries and manage a variety of requests from members, visitors, vendors. Refer people-in-need to appropriate agencies either internally or externally.
4. Sort postal mail/email daily and distribute appropriately.
5. Maintain filing system, archival records, and general organization of the office.
6. Prepare and distribute checks.
7. Other tasks as assigned by Office Administrator and Pastors.

REQUIREMENTS:

Flexible, with an ability to handle multiple tasks simultaneously; good interpersonal skills; self-motivation; good communication skills (especially listening); sensitivity; confidentiality; attention to detail; computer knowledge and proficiency (Microsoft Office, Google Suite); ability to work in a team environment; ability to manage time well; organizational skills.

TIME REQUIREMENTS:

10-12 hours a week, 3-4 mornings per week

COMPENSATION TERMS:

The Office Receptionist will be paid hourly based upon services provided.