



Administrative Assistant / Receptionist Job Description

Accountability

Reports to the Executive Administrative Assistant to gain accountability, direction and needs assessment. This is a full-time position.

Qualifications

- Excellent written and verbal communication skills and computer literacy.
- Reputation of a Christ-like attitude.
- Physical and emotional good health and social poise.
- Ability to articulate the mission and vision of the church and its ministries.
- Computer proficiency.
- Ability to management multiple simultaneous assignments

Responsibilities

General:

- Protect the reputation and integrity of others through strict confidentiality.
- Must display a Christ-like attitude when relating with others.
- Must demonstrate a high level of trust.
- Must display the ability to communicate well, both verbally and written.
- Develop procedure for handling complaints and problems.
- Recognize the need for good public relations. Represent the church, and its ministries, in a favorable and professional manner, to the parish and to the public.
- Adhere to all policies, procedures and guidelines identified in the Bethesda Employee Manual.
- Other duties as necessary or assigned.

As an Assistant:

- Maintain their calendar.
- Operate as the initial contact, either by phone or in person.
- Respond to individuals needing written communication.
- Meet regularly to learn of immediate needs and responsibilities.

As the Receptionist:

- Answer door, greet, and help those coming into office in a friendly and professional manner.
- Answer the phone and check phone mailbox daily and deliver any messages necessary.
- Assist with photocopying tasks for employees.
- Assist with the ordering of supplies for the church staff.

Compensation:

- Commensurate with experience. Health benefits included.