

## **Receptionist**

### **Deermeadows Baptist Church**

#### **Purpose**

The Receptionist serves as the voice and face of Deermeadows Baptist Church by being the first contact many from the community have with the church. The Receptionist sets the environment of Christ-like kindness and compassion for interactions with the community, the congregation and within the church office.

#### **Structure**

The Receptionist reports to the Office Manager. This position is a full-time position during church office hours of 8:30 – 5:00 Monday through Thursday and 8:30 – 4:00 on Friday. Lunch time is coordinated with the administrative office team.

#### **Specific Duties**

- Answer the church office phone and provide general information to callers.
- Serve at the first point of contact for office visitors. This often includes people in need of care and assistance. The Receptionist is authorized to provide food from the Food Pantry, and other assistance to those in need.
- Maintain the Church Calendar using the church Resource Calendar system.
- Maintain the list of church members in the hospital and minister visit to be made. Update the pastor's assistant of status of church members in the hospital.
- Place weekly office supply and paper orders. Coordinate with church office staff regarding upcoming supplies needed.
- Coordinate the recognition of church staff birthdays and service anniversaries by circulating cards to the office staff.
- Coordinate the staff meeting devotional assignments for weekly staff meeting.

## **Qualifications**

- Must be a Christian and participate regularly with a local church. Membership at Deermeadows is helpful, but not required.
- Must have at least 2 years of proven experience in customer service or other people-oriented environment.
- Possess skills using desktop computers primarily the Microsoft Office Suite including Outlook, Word, Excel, PowerPoint and Publisher. Training on the church membership and resource calendar system will be provided.
- Must have a clear and pleasant voice over the phone, and must be comfortable greeting strangers and maintain a professional office appearance.
- Must be capable of walking and climbing stairs throughout the building, lifting up to 30 lbs., sitting for long periods, as well as quickly moving from sitting to standing and walking throughout the day.
- Experience using office telephone technology is helpful, but may be trained.
- Must possess a valid U.S. driver's license.

Wednesday, October 04, 2017