



Main Office Receptionist (Part-Time, As Needed)

Summary Job Description

This position is a substitute, as needed front desk receptionist and reports to the Christ Covenant Church Administration & Operations Administrator. This Main Office Receptionist will fill-in for the regularly scheduled receptionists during times of scheduled and unscheduled time off. The candidate is responsible for daily communications and administration for the church and school administrative office area, delivered with a positive and professional attitude in support of the missions of Christ Covenant Church and Covenant Day School. Daily church office hours are 8:30am to 4:45pm Monday-Friday.

Essential Functions and Responsibilities

- Serve as Main Office receptionist providing customer service by answering and responding to incoming calls and directing calls to each department/staff member as appropriate.
- Provide service to visitors as they visit and interact with the Main Office.
- Provide office administrative support to the Main Office, Church and School as requested.
- Process mail in accordance with daily schedule and process requirements; facilitate incoming and outgoing package deliveries; appropriately distribute information that is received daily.
- Distribute church prayer requests and bereavement news.
- Ability to quickly master basic office skills for the copier, folding machine and postage machine.
- Have a dependable vehicle for on-campus mail distribution and delivery to the Matthew's post office.
- Mercy Cases: Gracefully and confidentially handle mercy cases, either via phone or walk-ins.
- Proofread, print and fold the weekly worship folder and announcement sheet and additional inserts.
- Gather requests and submit orders for supplies as needed.
- Provide general project support which may include items such as:
 - Support first aid kit processes throughout the year
 - Maintain adequate supply of visitor passes, sign in sheets and visitor name tags
 - Other special project work as identified as the role evolves
- Other duties as assigned.

Qualifications

- Committed follower of Jesus Christ reflecting a desire to serve Him and others in work and life.
- Eager to serve in a Christian learning environment, modeling diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- Previous experience in office receptionist/administration is preferred.
- Demonstrated dedication to providing excellent customer service at all times.
- Excellent interpersonal skills and ability to communicate effectively and professionally.
- Demonstrated ability to serve with initiative and pro-active approaches.
- Creative problem-solving skills.
- Strong administrative and organizational skills and computer proficiency (MS Word, MS Excel).
- Ability to work under pressure both independently and within a team-oriented environment.

