

Receptionist

Job Description:

Are you ready to step up and support Wake Chapel Church's first impression a positive and lasting one? Here is your opportunity!

Our Office Receptionist will work with our Senior Pastor, Executive Staff Assistant and staff to make sure to greet all callers and guests promptly and courteously.

About our Church

Wake Chapel Church is focused to build strong and healthy people through fellowship, evangelism, worship, discipleship, and service. In turn, our communities become places of help, hope and healing.

Our mission is to execute our mantra of "A Faith Community that Cares" by providing encouragement and support to our local and global communities. To accomplish this we must develop leaders, support our ministries, and aid communities through evangelism and involvement.

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Role Description

TITLE: Receptionist

REPORT TO: Senior Pastor; Executive Staff Assistant

MINISTRY AREA: Administration, Office Services

EXPERIENCE: 2 – 35 years' experience in an administrative services or customer services responsibility

COMPENSATION: *TBD (Part-Time/Full-Time)*

Hours:

- *Office Hours (with work from home option during COVID) - Tues-Fri, 8:30 am-5:30 pm (30 - 40hrs./wk.)*
- *Attend administrative staff meetings (4hrs/month)*

Responsibilities and Duties:

- Answers all incoming phone calls and directs callers to the appropriate person or department.
- Greets guests and informs employees of visitor arrivals.
- Triage walk-in visitors and directs them as needed.
- Receives daily deliveries including mail and packages

Receptionist

- Reconciles monthly courier invoices with corresponding departments (IT, Media, Facilities/Housekeeping, Office Suppliers) as applicable
- Keeps lobby and waiting area clean, neat and free from clutter.
- Opens and date stamps all office mail and puts in corresponding internal mailboxes.
- Works with Executive Staff Assistant to keep the receptionist reference manual up to date.
- Accepts, logs, and notifies various departments of deliveries.
- Assists Executive Staff Assistant, Staff, Senior Pastor with various office projects.
- Keeps Security, Executive Staff Assistant and Senior Pastor apprised of unusual or threatening situations that arise.
- Informs Executive Staff Assistant and IT of technical issues with office or phone equipment.
- Takes responsibility for the completion of annual goals as outlined in departmental goals.
- Performs other duties as assigned by Executive Staff Assistant and the Senior Pastor as per requests.