

Paradise Valley Church

Office Receptionist Job Description

Job Title: Office Receptionist/Administrative Assistant

Status: Part-time

Wage: Dependent on experience

Summary:

Our church is looking to hire a friendly, resourceful, detail-oriented office receptionist to be responsible for the general operation of our office. Duties will include greeting visitors, answering incoming phone calls, updating and maintaining our church database, calendar, and online presence, as well as provide assistance as needed to our pastoral staff and treasurer.

Office Manager Responsibilities (include but are not limited to):

- Provide a warm, welcoming, and informed experience for visitors calling or walking into the office
- Provide pastoral administrative support (make phone calls, arrange meetings, send reminders, etc)
- Keep church calendar of events, and schedule use of facilities
- Keep church database up to date
- Keep social media presence up to date
- Purchase office supplies and equipment and maintain proper stock levels.
- Assist pastor in monitoring and maintaining church policies
- Ensure payroll time cards and invoices are processed on a timely basis
- Additional tasks as assigned by the Senior Pastor

Office Manager Requirements:

- A bachelor degree or equivalent
- Excellent computer skills, comfort with technology preferred (including websites and social media), and an ability to learn quickly on the job. Data entry of at minimum 55 wpm preferred.
- Bilingual preferred
- Friendly, detail-oriented, reliable and confidential

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability required, physical demands and work environment.

Education and/or Experience

BA is desired; or three years related experience or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, employee handbooks and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

Mental and Environmental Qualifications

Ability to deal pleasantly and professionally with customers, members, visitors, pastors, and the public. Ability to work with co-workers effectively. Must possess good communication and team building skills and have the ability to work in a flexible, fast-paced environment.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

Proficient with personal computers and software packages including Microsoft Office. Must be proficient with social media. Must be able to maintain confidentiality and have the ability to make knowledgeable decisions and perform in a professional manner, even in stressful situations. Must have good telephone skills.

Physical Demands/Work Environment

Able to lift a maximum of 25 pounds and the ability to sit at a desk for long periods of time. The work environment is usually indoor with moderate noise levels.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions *****