

Job Description: Receptionist/Administrative Assistant

Reports to: Director of Welcoming and Hospitality

Job Status: Full Time (8:30am-4:30pm with one hour lunch break)

Degree Requirement: None

Revised: August 2023

Preferred/Beneficial Skills:

Proficient with basic computer programs, Bilingual (English/Spanish)

Job Summary: To staff the reception area providing a warm welcome to all who call and/or visit Pulaski Heights United Methodist Church.

Receptionist Responsibilities:

1. Greet guests and callers; assist them with their needs or refer them to the appropriate staff member; treat everyone with respect.
2. Take reservations for church functions.
3. Accept cash and checks for church events, flowers, tickets, books, etc. and put the payments directly in the safe completing a deposit envelope if cash is received.
4. Contact members to pick up items left at Welcome Desk.
5. Inputting attendance from Sunday worship
6. Relay messages for staff and church members, visitors and callers.
7. Assist staff in contacting custodial/maintenance staff via two-way radios.
8. Maintain the church's Lost & Found.
9. Assist in recruiting volunteers to assist with the receptionist and administrative support duties.
10. Support Director of Welcoming at special events.
11. Serve as back up for other staff members as needed.

And other duties as assigned.

Compensation:

Commensurate with education and experience

Benefits:

Health Insurance/Vision/Pension

Vacation/Sick Leave

Essential Physical Functions:

1. Ability to speak and hear
2. Close and distant vision
3. Frequently lifts/carries up to 25 lbs.
4. Varying schedule to include evenings, holidays, and extended hours as business dictates