

JOB TITLE: SUPPORT STAFF

POSITION TITLE: RECEPTIONIST



WHAT WE VALUE

At Saturn Road Church of Christ, we believe that the one true God exists eternally in three persons, Father, Son, and Holy Spirit, and that these, being one God, are equal in deity, power, and glory. We strive to be His body that is grace-filled and grace-giving in serving others beyond ourselves.

JOB DETAILS

Summary of Duties: Under basic supervision, the Receptionist performs routine clerical and administrative support tasks. This position reports to the Office Manager.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Greet visitors; answer phones; respond to inquiries and concerns; provide general information.
- Complete data entry into appropriate programs or systems.
- Keep office supplies stocked.
- Responsible for arranging service for all office machines.
- Make travel arrangements for staff as needed, coordinate meetings, maintain facilities and vehicle calendars.
- Receive, review, and distribute mail.
- May collect payments for use of the facility .
- Assist the Facilities Manager in communication with contractors as needed.
- May provide administrative support for ministers/elders.
- Regular and consistent attendance for the assigned work schedule is essential.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Office practices, procedures, equipment, and software, including word processing, spreadsheet and other software applications; rules of grammar; practices of document preparation; applicable policies and procedures.

Skill in: Communicating clearly both verbally and in writing; completing basic mathematical calculations; operating a computer and standard software; establishing and maintaining effective working relationships; completing multiple tasks simultaneously.

Education: High school diploma or GED equivalent.

Experience: General office procedures; department policies and procedures; customer service etiquette.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above-specified education and experience requirements

Licenses and Certifications: None. State of Texas Notary Public preferred depending on area of assignment.

Conditions of Employment: Must pass a criminal history background check.

Physical Demands and Working Conditions: This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.