



## RECEPTIONIST

### JOB DESCRIPTION

Part-time, non-exempt, up to 10-20 hours/week, Monday-Thursday. Reports to the Office Director.

The Receptionist is responsible for receiving and directing phone calls, visitors, members, sales representatives, and incoming mail and faxes to their various destinations.

### QUALIFICATIONS & REQUIREMENTS

- Agree with Providence Baptist Church's Statement of Faith
- Proficiency in Microsoft Office Suite or Google Drive
- Experience with basic office equipment (e.g. computer, printer, phone)
- Professional attitude and appearance
- Ability to be resourceful and proactive when issues arise
- Possess a customer service attitude at all times
- Ability to send/receive emails, record time worked using an online time management tool, and utilize various other online tools

### RESPONSIBILITIES

- Answer and process phone calls for Providence
- Greet and direct all visitors to Providence with hospitality
- Screen security monitors as a checkpoint for building security and distribute/retrieve visitor access badges as needed
- Sort and distribute all office mail and faxes for Providence
- Receive incoming deliveries from UPS, FedEx, office supply companies, etc. for Providence and notify recipient of package delivery
- Maintain contact information with the interoffice extension list, contact list for various ministries and outreaches of Providence, and the pastor on-call list among others
- Update mail slots as staff changes take place
- Keep reception area and mailroom organized and clean
- Maintain adequate Providence information to hand out to visitors
- Assist with various administrative tasks as needed, including light data entry
- Help maintain office supply inventory and order supplies as needed
- Assist the Office Director as needed
- Maintain base radio station (for radio communication)
- Perform other duties as assigned

### APPLY

Email your resume to Karen Dorman at [karen.dorman@pray.org](mailto:karen.dorman@pray.org).