



RECEPTIONIST

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

ROLE SUMMARY

The receptionist is responsible for receiving and directing telephone 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 telephone 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 current 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

To apply, visit pray.org/apply and fill out the application.