

# Coastal Community Church

## Job Description

Department:	Facilities
Job Title:	Receptionist
Reports to:	Jeff Frye – Director of Operations

<b>Type of position:</b> Hourly <b>Pay Range:</b> \$10-\$14/hr	<b>Hours:</b> 8:00am to 4:00pm Monday - Thursday
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<b>General Description</b> <ul style="list-style-type: none"><li>• Answers telephone, gives general information about the church and directs callers to the appropriate party.</li><li>• Grants visitors access to the building and responds to visitor inquiries.</li><li>• Directs visitors to appropriate Ministry leader or administrative staff member.</li><li>• Prepares routine letters, labels, and reports, as directed.</li><li>• Enters data into church database program.</li><li>• Monitors and orders supplies for the facility and various ministry teams.</li><li>• Retrieves, sorts and distributes mail.</li><li>• Prepares outgoing mail for administrative and ministry teams as directed.</li><li>• Maintains routine clerical records, logs and data as directed</li><li>• Prepares monthly expense report for Director of Operations.</li><li>• Performs miscellaneous duties as assigned.</li></ul>
<b>Education and Work Experience Requirements/Other</b> <ul style="list-style-type: none"><li>• Previous receptionist experience preferred.</li><li>• Friendly, outgoing personality and ability to patiently communicate with a diverse group of people.</li><li>• Strong written and verbal communication skills.</li><li>• Strong attention to detail.</li><li>• Strong computer skills including all Microsoft applications.</li><li>• Experienced with current office equipment.</li><li>• Team player.</li><li>• High School Diploma.</li><li>• A person with a vibrant and growing relationship with Jesus Christ.</li><li>• Must be a member of a local church.</li><li>• Christ centered behavior at all times (i.e. treating people with respect, compassion, and integrity).</li></ul>