

Position Description

Position

Front Desk Receptionist

Job Summary Description

The receptionist will create a welcoming environment for guests of Living Hope and provide effective and efficient administrative support to the leaders and ministries of the church.

Key Responsibilities

- Greets and welcomes all visitors and guests to the church office and connects them with the appropriate staff person.
- Responds to phone calls and emails and connects inquirers to the information or person they are seeking
- Oversees the church phone system in consultation with the Office Administrator
- Provides general administrative and clerical support including mailing, scanning, faxing and copying materials
- Oversees purchasing of supplies for the office
- Keeps records of births, dedications, conversions, baptisms, weddings, and funerals, recording information in the church database and files
- Tracks attendance and updates the weekly dashboard. Weekly stats are shared with the leadership team.
- Assists the Bookkeeper with donation tracking, ensuring a high level of accuracy and confidentiality
- Organizes and files documents and materials
- Update website, app, public event calendars, social media feeds, and produce print materials

Knowledge/Skills/Abilities/Expectations

- Strong interpersonal and oral communication skills
- Strong customer service skills
- Ability to deal with all people sensitively, tactfully, diplomatically, and professionally at all times
- Presents a cheerful, positive manner to visitors
- Proficient working with Microsoft Office products (including Word, Excel and PowerPoint)
- Experience using Adobe Creative Cloud or similar programs would be an asset
- Able to move between tasks with ease and adapt to a changing schedule and routine
- Ensures the accuracy of one's own and other's work
- Organizes information and materials for others
- Seeks out and acts on opportunities to improve successful completion of tasks
- Must be able to lift or carry materials (e.g. Case of paper)
- Diploma in Office Administration or a related field is beneficial

Hours

- 30 Hours per Week (Monday to Thursday – 9 am to 4 pm, Friday 9 am to noon)
- Duties to commence *July 15, 2022*

Submit applications to Kevin Sykes at info@mylivinghope.ca. Applications must be received by June 30, 2022.