



## Receptionist – Job Description

**RC Purpose:** To see people come to **know** Jesus, **grow** in Jesus and **go** out to serve Him daily.

**Position description:** Function as a point of “first contact” and facilitator for church visitors and in-coming calls. Assist with various administrative and clerical support duties on both a routine and project basis.

### **Qualifications: The Receptionist will .....**

- have a dynamic and growing relationship with Christ
- live a life of integrity which flows from personal Gospel transformation
- demonstrate relational maturity in interpersonal interactions
- demonstrate a collaborative, team spirit
- be willing and able to adapt and learn
- has been or will be baptized as a believer by immersion
- possess organizational skills, work ethic and professionalism
- agree with our church’s doctrine and distinctives
- be proficient with Microsoft Office
- possess an aptitude for computer-based skills

### **Responsibilities:**

- become and remain an active member of Redemption Chapel
- be prompt, prepared and participatory for all ministry appointments and staff meetings
- answer all incoming calls and greet visitors in a positive and welcoming manner providing direction to appropriate ministry contacts or building locations
- maintain ongoing familiarity with CCB calendar system, RC website, bulletins, newsletters and staffing and use this information to provide assistance regarding upcoming event scheduling and appropriate contacts
- assist with the initiation and coordination of requesting repair services for malfunctioning office equipment such as copiers and phones
- assist with the stocking and procurement of standard office supplies
- manage daily mailing requirements including postage application, mailing and sorting / distribution of daily incoming mail
- assist with clarifying end-user for incoming deliveries and coordination of getting these to their intended user
- assist with copier questions and problem solving as knowledge and experience permit
- maintain the office counter area including periodic and end-of-day clean up and assistance with keurig
- maintain coffee cart including refilling supplies, clean up and set up for groups/meetings as needed
- assist ministry areas as feasible with projects related to printing, copying, collating, assembly, etc.
- bookkeeping and accounting responsibilities
- humbly and cheerfully execute any additional duties as assigned

### **Relationships**

- position reports directly to the Administrative Facilitator