



JOB DESCRIPTION

JOB TITLE | Receptionist/Office Manager | Sand Lake

MINISTRY | Operations

REPORTS TO | Executive Administrative Assistant for the Director of Operations

STATUS | Full Time | Hourly Position

SUMMARY OF CONTRIBUTION

To assist in administration of the reception area for Discovery Church. This role includes answering and transferring phone calls to staff, sorting and delivering mail, greeting and helping guests, maintaining office supplies and the responsibilities listed below:

RESPONSIBILITIES

- Greet & Welcome Guests
- Answer all incoming phone calls
- Sort and deliver mail
- Maintain all office supplies
- Manage church email
- Manage First Time Guest email letters through Planning Center Online
- Receive and sort all deliveries
- Support Operations staff administrative needs as needed

IMPORTANT COMPETENCIES

- Organization
- Relational
- Attention to detail
- A desire to learn additional skills

REQUIREMENTS

- Minimum of 2 years General Office work experience
- Professional, demonstrates regular attendance and punctuality
- Excellent Communication and interpersonal skills
- High School Diploma or G.E.D.
- A person who is outgoing and energetic.
- Working knowledge of computer, Microsoft Outlook and Word.

EXPERIENCE DESIRED

- Bilingual is not a requirement but would be very helpful

BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They work to achieve and maintain a high degree of chemistry with all they interact with.