

Administrative Receptionist Job Description

Friday and Sunday mornings | Monday–Wednesday weeknight counseling

Standard Work Schedule

- Sunday 8:30 am–12:30 pm.
- Monday–Wednesday 5:30–9 pm.
- Friday 8:30 am–12:30 pm

Requirements

- Strong communication and interpersonal skills.
- Good personal boundaries.
- Ability to handle confidential material in an appropriate manner.
- Ability to interact with a wide variety people.
- Ability to properly screen and manage guests in the church office.
- Ability to multitask and work under time guidelines.
- Strong organizational skills with attention to detail.
- Use of the following tools to support job function:
 - Microsoft Windows and Microsoft Office (Outlook, Word, Excel)
 - Internet
 - Rock database (training provided)
- Reference and utilization of current Brookwood policies and procedures.
- Understands thoroughly the nature of working in a church environment.

Responsibilities

- Answer phones and route to appropriate person and/or ministry in a courteous and timely manner.
- Greet and direct guests and counseling clients.
- Upload attendee's photos to their respective records in the database (training provided).
- Assist with data entry projects as needed.
- Special projects as assigned by management.
- Provide coverage for week day receptionists if needed.