

Administrative Receptionist Job Description

For Thursday and Friday mornings and backup to other Team Members

Standard Work Schedule

- Thursday and Friday 8:30 – 12:30

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 10 and Microsoft Office
 - Internet
 - Rock database (training provided)
- Reference and utilization of current Brookwood policies and procedures.
- Thoroughly understands 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.
- Assist with merging duplicate records in the database (training provided).
- Various data entry projects as needed.
- Special projects as assigned by management.
- Provide coverage for week day and Sunday receptionists if needed.