

Receptionist – General Office Support - Administration – Job Description

We are seeking a full-time Receptionist!

Primary Function: Provide general administrative support as a part of the Organizational Support team. Serve as the “first touch” point of contact for customer service in the central office.

Qualifications:

- High School graduate
- Experience in an administrative support and customer service environment
- Competent with MAC Computers and MS Office software
- Extrovert, Friendly Demeanor
- Positive Attitude

Responsibilities:

- Greet visitors to the main office and either provide direct customer service or refer them to the appropriate staff member.
- Answer incoming phone calls as well as doorbell and provide service or direct them as necessary.
- Manage the phone system as needed to shift from operations to stand-by-mode,
- Keep record of keys given out to staff and church members
- Keep record of cemetery lots
- Maintain Copiers – troubleshoot, order and maintain ink inventory, staples, etc.
- Serve as liaison for copier service, postage meter service, and electronic cutting machine.
- Maintain general office supply and copy paper inventory – place weekly order.
- Log vehicle keys, mileage and prepare monthly usage report.
- Serve as primary backup for the Records Secretary.
- Oversee food pantry supplies, oversee team to fill bags, and order when getting low.

- Complete additional clerical and administrative tasks as assigned.
- Assist with emergent tasks as assigned.
- Perform other duties as assigned.

Supervisor: Office Coordinator

Classification: Full-time, Non-exempt, Support Staff

If interested, please send a resume and cover letter to kirsten@londonbridge.org

