



Job Description

Position Title: Receptionist/ General Office Support

Primary Function: Provide general administrative support as 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: (General Duties)

1. Greet visitors to the main office and either provide direct customer service or refer them to the appropriate staff member.
2. Answer incoming phone calls and doorbell calls, providing service or directing them as necessary.
3. Manage the phone system as needed to shift from operations to stand-by mode,
4. Keep a record of keys given out to staff and church members
5. Keep a record of cemetery lots
6. Maintain Copiers – troubleshoot, order, and maintain ink inventory, staples, etc.
7. Serve as liaison for copier service, postage meter service, and electronic cutting machine.
8. Maintain general office supply and copy paper inventory – place weekly order.
9. Log vehicle keys, mileage, and prepare a monthly usage report.
10. Serve as primary backup for the Records Secretary.
11. Oversee food pantry supplies, oversee the team to fill bags, and order when supplies are low.
12. Complete additional clerical and administrative tasks as assigned.
13. Assist with emergent tasks as assigned.
14. Perform other duties as assigned.

Supervisor: Office Coordinator

Classification: Part-time – 28 hours, Salary range \$15-\$17 an hour, Non-exempt, Support Staff