

Receptionist/Administrative Assistant Job Description

Qualities and Spiritual Life

1. Solid assurance of salvation through faith in Jesus Christ.
2. Agree with and support the statement of faith of FBCO.
3. Strong, growing walk with the Lord, evidenced by a deep love for Jesus Christ and others.
4. Desire to serve the body of Christ with any gifts, abilities, and talents that God has given.
5. Attitude of being faithful, available and teachable.

Education, Skills, and Abilities

1. Comfortable working with computers. Mac experience preferred but not required.
2. Comfortable with Microsoft Office and Apple Software.
3. Comfortable working with web-based email accounts.
4. Familiar with scheduling software.
5. Capable of demonstrating strong interpersonal skills, especially effective oral communication.
6. Capable of being proactive, well organized, and detail-oriented.
7. Thrives in a team setting, is service-minded and flexible.
8. Capable of supporting assorted office administrative tasks.
9. Capable of multi-tasking, prompt execution, high initiative, and strong name-face recognition.

Key Areas of Responsibility:

- Answer the church phone, screen and direct calls with a positive and helpful spirit,
- Review/respond/redirect church voice mail
- Greet, screen and direct visitors
- Be a gatekeeper – courteous to each person while protecting staff time,
- Manage the phone system,
- Maintain the church office reception areas neatly,
- Respond appropriately to church entry access requests,
- Distribute daily mail and maintain staff, ministry and elder mailboxes,
- Sign for/accept deliveries and notify recipients of shipments wide staff administrative supplies,
- Review/respond/redirect emails, Receptionist/Administrative Assistant Job Description
- Minor calendaring and/or scheduling,
- Handle benevolence requests and direct them appropriately,
- Make telephone calls for staff as needed,
- Help with any mailing preparation and oversee timely mail-outs of various letters, promotions, etc. for FBCO,
- Help with bulletin inserts as needed, • Making copies, folders, packets, etc. for various classes, ministries and •
- Various other duties as assigned