

## Receptionist

New Life Church in Decatur is looking for a sharp, enthusiastic, pleasant individual who has a desire to oversee the front office. The successful applicant will have a positive attitude, a desire to work as efficiently as possible, and exceptional people-facing communication skills. This job may include some occasional weekend work. We're looking for someone who can pleasantly interact with people on a daily basis without becoming agitated. The ideal candidate will also serve as a church ambassador, along with the rest of our team, ensuring that all stakeholders have an outstanding experience when engaging with New Life and our programs.

**Responsibilities** include, but are not limited to:

- Perform clerical duties, taking memos, taking meeting minutes and sharing with the team, maintaining files, and organizing documents.
- Prepare certificates for all church programs (baptism, baby dedications, new members, etc.).
- Maintain the church mailing lists and e-mail lists and keep them current.
- Answer, screen and forward all incoming calls
- Warmly welcome and assist visitors, guests and people-in-need who enter the office
- Sign for/accept deliveries and notify recipients of shipments.
- Review/respond/redirect church voice mail
- Order, organize and maintain church-wide staff administrative supplies
- Assist with printing weekly bulletin and other ministry material as needed.
- Properly maintain copiers: reviewing service agreements to ensure that preventative maintenance is conducted as prescribed.
- Provide administrative support to staff
- Quickly evaluating how best to respond to and/or serve our guests, then following through in a professional and Christ-like manner, enlisting the help of other staff, when necessary.
- Provide up-to-date general information pertaining to our ministries, services, membership, ceremonies, special events and other church programs.

Minimum **requirements**:

- Associate's degree in business, secretarial science or a related field or equivalent experience preferred.
- 3- 5 years of experience as a receptionist in a Church and/or not-for-profit environment.
- A committed Christian and a regular participant in the life of a local Church.

- A genuinely warm, caring and patient attitude.
- A very good listener and communicator.
- Good organizational skills with the ability to comfortably multi-task
- Experience and comfort with use of telephone and computer systems and software.
- Proficient in Microsoft Office, including Word, Excel and PowerPoint.
- Timely and consistent attendance, and availability in the evenings and some Saturdays for committee and church meetings.
- Excellent verbal and written communication skills.