

# WAYSIDE CHAPEL EFCA

## JOB DESCRIPTION | RECEPTIONIST

### MINISTRY PURPOSE

Wayside Chapel's Receptionist is often the first connection and impression for people contacting or conducting business with the church. The individual filling this key position is expected to have a professional and friendly demeanor representing the Lord Jesus Christ and His church in the most favorable manner. This individual must be a person of character with a lifestyle evidencing a relationship and commitment to Jesus Christ, as well as being a regular attendee of Wayside Chapel.

### JOB SUMMARY

The Receptionist assists in coordinating all activity of the Wayside Chapel Main Office. Working directly with the entire church staff, the Receptionist effectively communicates and manages office visitors, phone calls, email, postal mail, package pick-up/delivery and other items as necessary.

### JOB CLASSIFICATION

The Receptionist is a clerical part-time hourly non-exempt position. The direct report is the Executive Pastor.

### SUPPORT

The Receptionist will support the vision and ministries of Wayside Chapel by giving attention to the daily administrative needs of the church Main Office.

### EXPECTATIONS

The Receptionist will demonstrate standards of personal interaction and conduct as stipulated in the *Wayside Chapel Personnel Policy Handbook* (1.2 Code of Ethics for Wayside Team Members; 8.1 Personal Behavior of Employees).

## **ESSENTIAL FUNCTIONS**

- Answering all incoming calls in a courteous, friendly and professional manner handling each individual politely and efficiently.
- Greeting office visitors in a friendly and professional manner while addressing their needs.
- Updating and maintaining facilities scheduling as needed while ensuring compliance with established policies and procedures.
- Handling and sorting incoming mail according to established policies and procedures.
- Maintaining all Main Office equipment (e.g. copier, facsimile, postage meter, phone system) ensuring compliance with established use policies and procedures.
- Purchasing and maintaining adequate inventory of church office supplies.
- Assisting ministries of Wayside Chapel with administrative needs as assigned.
- Ensuring the proper handling of checks and cash received in the church Main Office according to established policies and procedures.
- Other duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of Wayside Chapel ministries and staff
- Excellent interpersonal communication skills
- Good organizational skills
- Flexibility and multi-tasking ability
- Proficiency in Microsoft Office (Word, Excel, Publisher, Outlook)
- Ability to learn and implement new computer software programs