

## South Atlantic Conference of Seventh-day Adventist

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Receptionist/Department Secretary
<b>FT/PT:</b>	Full-time (38 hours per week may include some evenings and weekends)
<b>CLASSIFICATION:</b>	Non-Exempt
<b>REMUNERATION:</b>	(\$17.89 -\$24.28/hour)
<b>REPORTS TO:</b>	Office Manager and Department Director
<b>FUNCTION:</b>	The receptionist is the first point of contact for guests. Core duties is to provide assistance by welcoming guests and helping people get access to requested information. This position also maintains a calm, orderly, pleasant work environment in the office.

#### GENERAL RESPONSIBILITIES:

- Greets public in person and on the telephone, provides general information, answers questions and directs individuals to appropriate party as necessary.
- Processes incoming and outgoing mail/packages
- Assists with clerical and administrative tasks
- Performs general secretarial duties, including; typing, copying, etcetera.
- Maintains office copier inventory, including ordering supplies and calling for copier service
- Assists director(s) with assigned department duties.
- Attend worship on a regular basis.
- Attend staff meetings as scheduled.
- Attend/participate in trainings as required.
- Performs other duties as assigned or required as it relates to this job description.

#### REQUIREMENTS, SKILLS, AND EXPERIENCE

##### Spiritual

- Lives an exemplary life based on clear Seventh-day Adventist principles.
- Supports the Church financially in systematic giving.
- Is a member of a South Atlantic Conference church in good standing.
- Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in in the South Atlantic Conference in regular standing. If transferring into South Atlantic Conference, must transfer membership within 3 months of hire.

##### Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful.
- Self-motivated and well-ordered in personal life.

##### Professional

- High school diploma or equivalent (some post high courses preferred).
- Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook, and aptitude to learn other software applications.
- Strong verbal and written communication skills
- Previous office and/or customer service experience preferred

**Language/Writing Skills:**

- Must have excellent verbal skills.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear and grammatically correct way.
- Bi-lingual Spanish speaking, reading and writing preferred.

**Marginal Duties & Responsibilities:**

- May present/lead worship.
- May assist in other departments beyond regular departments, as necessary or required.

**Reasoning Ability:**

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

**Physical Demands:**

- Must be able to frequently stand, sit, walk, use hands and arms.
- Must be able to stoop, kneel, and crouch.
- Must be able to reach over shoulders.
- Must be able to climb stairs.
- Must be able to lift objects weighing up to 25 pounds (boxes, packages, etc.).
- Must be able to use hand and/or fingers
- Must be able to hear and speak clearly.
- Must have clear vision up to 20 inches minimally.

**Equipment Used:**

- Must be proficient in the use of the computer and various software packages.
- Must be able to use standard telephone.
- May have to use general office equipment including but not limited to: fax machine, copier, calculator, computer, telephone, postage machine, etcetera.

**Work Environment:**

- Must be able to work in an office setting with moderate noise levels.
- Must be able to travel locally and regionally on occasion

**Other Duties**

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time as needed.