

## **First Baptist Church Joelton**

### **Position Title: Receptionist / Administrative Assistant**

**Reports to:** Business Administrator / Office Manager

#### **Receptionist Responsibilities:**

- Serves as primary phone and visitor receptionist
- Controls and maintains phone system by directing incoming calls, checking voice mail, and setting the day and night phone modes.
- Greets guests with kindness and friendliness
- Directs visitors to the proper place and assists them with general needs
- Primary contact for benevolence cases: obtains required benevolence information and assists in the benevolence process
- Receives, sorts, date stamps, and delivers incoming mail and logs in monetary mail receipts
- Delivers outgoing mail to post office
- Maintains contractor sign in log

#### **Administrative Assistant Responsibilities:**

- Maintains office supplies and equipment inventory records; Orders to assure appropriate inventory levels
- Keeps workroom neat, fills copier each morning, and checks supplies
- Provides a report for Sunday School classes with information regarding presence and absence
- Contacts hospital daily for sick list to pass on any additions or changes to ministerial staff
- Provides completed updates of the hospital and sick list for Wednesday night bulletin
- Processes information as pertains to a death
- Updates Wednesday meal reservations each week by processing Fellowship Cafe tickets from the bulletin and website. Enters all reservations.
- Creates reservation list for various church events and keeps them updated
- Orders greeting cards
- Sends out cards to members for Senior Pastor ( Thank You, Birthday, Praying For You, etc. )
- Sends monthly birthday cards to members 65 and older
- Prints lists and labels twice a month for the card ministry
- Assists with contacting Florist to have flowers/figurine sent from the church to church members or their immediate family upon which someone passes away
- Prepares and sends out Welcome packages to prospective and new members
- Assists with printing, compiling, and distribution of publications & mailings
- Prints postage
- Schedules " Office Angel " volunteers as needed
- Controls church vehicles scheduling and usage
- Processes Driver's information for church van/truck
- Provides clerical and secretarial assistance to other staff as needed
- Other duties as assigned by the Business Administrator and/or Office Manager
- Updates electronic church sign

**Position Qualifications:**

- Prior experience as a Receptionist and administrative assistant preferable
- Must exercise good telephone, communication, and public relation skills
- Highly competent with Microsoft Office Suites and various office machines
- High School graduate
- Must be able to lift 25 pounds