

Magnolia Church
FRONT DESK RECEPTIONIST
Job Description

JOB PURPOSE:

The receptionist provides support to the ministerial and administrative staff by greeting visitors, answering phones and handling paperwork.

GENERAL EXPECTATIONS:

- Engages in personal spiritual disciplines seeking to be an authentic follower of Jesus Christ.
- Assists the Lead Pastor in accomplishing the church's overall vision and objectives.
- Attends worship services every week at a gospel-centered church.
- Attends and participates in weekly meetings and monthly Support Staff meetings.
- Reflects a professional image and church standards through dependability, appearance, and attitude.
- Works well with others while maintaining a servant attitude.
- Adheres to church policies and procedures.

RESPONSIBILITIES:

- Opens the church office at 8:00 am and/or closes the office at 5:00 pm.
- Answers phones, routes calls and messages to appropriate staff in a professional manner.
- Updates printing and distribution of various materials.
- Greets visitors to the office. Provides information and screening for staff members.
- Provides support for mailing operations including labeling and preparing envelopes.
- Assists the Homebound Ministry in preparing labels for distribution and duplicating of DVDs/CDs.
- Makes phone calls as requested by staff members.
- Receives all deliveries to the office.
- Utilizes software (including, but not limited, to Microsoft 365) to assist with office tasks as assigned.
- Proofreads documents.
- Completes special assignments and everyday tasks in a timely manner.

The position is part-time, permanent position of 20 hours per week and reports to the Executive Assistant to the Lead Pastor