

FIRST PRESBYTERIAN CHURCH
www.firstpres-charlotte.org
Job Description – Receptionist

Position: Receptionist
Classification: Part Time
Reports To: Finance Manager
Evaluation Due: Annually

SUMMARY

The Receptionist works under the direct supervision of the Finance Manager.

Receptionist Responsibilities

- Opens and Closes Reception Desk
- Greets incoming visitors
- Answers and directs telephone calls
- Records and updates telephone greeting as required
- Monitors secured doors for public entry

Administrative Responsibilities

- Maintains facility/room reservations
- Maintains member/people records
- Maintains event registrations as needed
- Generates Wall Calendar for events
- Opens incoming mail and routes or prepares as needed
- Issues security fobs for door/building access
- Acknowledges Memorials/Honorariums
- Prepares birth and death announcements
- Orders office supplies
- Other duties as required

Technical Skills

- Entry level experience with Microsoft Outlook, Excel, Word
- Entry level experience with ACS (can be trained)
- General working knowledge of office equipment and system

Email applications to employment@firstpres-charlotte.org
No phone calls, please.