

WAYPOINT CHURCH

Job Title: Receptionist
Department: Administrative Staff
Reports To: Connections Director
FLSA Status: Non-Exempt, Part-Time (28 hours/week)

Hire Date for this position: August 15, 2024

Summary:

The Receptionist serves as the first point of contact for the church, providing a warm and welcoming atmosphere for all visitors, members and callers. This role involves a variety of administrative tasks, ensuring a calm, orderly, and pleasant environment in the Lobby.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Welcome guests and answer questions; help find information needed.
- Answer incoming calls and direct calls accordingly.
- Process incoming and outgoing mail/packages.
- Maintain and update church records and database.
- Ensure that all in-house hospitality needs are kept stocked and ready for Sunday.
- Manage the church's internal facility reservation system.
- Assist with Benevolence Application Process. Handle inquiries and communicate with the Deacon Benevolence Team.
- Prepare check requests and monthly credit card reconciliation for several team members.
- Assist other team members with clerical and administrative tasks, as time allows.

QUALIFICATIONS:

- Proficient computer skills in Microsoft Office Suite and able to grasp new programs.
- Strong communication, people, and organizational skills.
- Friendly, professional, and courteous demeanor.
- Team player possessing a servant attitude.
- Ability to handle multiple tasks simultaneously.
- Ability to discern needs and respond appropriately, sensitively, and proactively.
- Ability to keep high level of confidentiality.
- Must have a passion and love for Christ and understand the Mission of Waypoint Church.