

## RECEPTIONIST

Church of the Presentation of the Blessed Virgin Mary is seeking an energetic candidate to join our parish office who is highly professional, detail oriented, and able to multitask. The ideal candidate will have an excellent customer service background, work well under pressure, enjoy working, and will be genuinely positive and enthusiastic.

**POSITION DESCRIPTION:** The Receptionist welcomes all who come into or telephone the parish office. Attends to visitors and addresses routine inquiries over the phone and in person. Provides information regarding parish events to the public, parishioners, and business partners. Performs general administrative and clerical tasks.

**QUALIFICATIONS/EXPERIENCE:**

- Minimum of two-years work experience as a Receptionist, Front Office Representative, or similar role.
- Active member of the Roman Catholic parish faith community or possesses the knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.
- Multi-tasking, organizational and time-management skills, with the ability to prioritize tasks.
- Professional appearance, courteous customer service attitude, and knowledge of customer service principles and practices.
- Proficient computer skills with the knowledge and ability to use computers and related technology. Proficient in relevant software applications including ParishSoft, Google Docs and Microsoft Office Suite products (e.g., Word, Excel, Outlook, PowerPoint).
- Solid written and verbal communication skills.
- Bilingual (English/Spanish), with the fluency to speak, read and write in Spanish, required.

**COMPENSATION:** This is a full-time position, 37.5 hours a week. Medical/dental, vacation, sick, and retirement package provided.