



Front Desk Reception

Willow Meadows Baptist Church

Job Summary:

The Front Desk Receptionist is an hourly position that will be responsible for performing clerical tasks within an office setting to support daily operations of Willow Meadows Baptist Church. The duties include, but are not limited to, answering and transferring phone calls to WMBC staff, printing and folding weekly Worship Guides, assisting the ministerial staff, and greeting visitors when they arrive for activities or meetings with Facilities staff, Meadows Preschool, or the ministerial staff.

Qualifications

- Treating people with dignity, respect, compassion and integrity
- Must pass a background check and complete Ministry Safe training due to proximity of work environment and MPS students
- Excellent organizational, verbal, and written communication skills
- Self-motivated and flexible
- Ability to recognize and maintain confidentiality, as appropriate

Essential Duties and Responsibilities (include but not limited to)

- Answer and transfer phone calls to the appropriate staff
- Greet visitors and direct them to the appropriate location for meetings or activities
- Check the mailbox daily and bring mail upstairs to second floor reception desk
- Maintain accountability of office supplies in 2nd floor Copy Room:
 - Check printers and make sure there is paper in each tray
 - There should always be at least 3 packages of white paper [8 1/2 x 11 and 11x17] in cabinets – notify Senior Pastor or Associate Pastor once we reach less than 3 packages
 - Add funds to the Stamp Machine, as necessary
 - Discard any paper or boxes left in the Copy Room – check with staff before discarding paperwork
- Fold Weekly Messengers using the folding machine in the Copy Room, and place folded Messengers on small desk outside of the Sanctuary
- Send emails to various teams or church members, as needed
- Perform other duties as assigned by church leadership

Days & Times: Monday – Thursday, 9:00am-3:00pm

Rate: \$15/hour