Magnolia Church

FRONT DESK RECEPTIONIST
Job Description

JOB PURPOSE:

The receptionist helps to support 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.
- Attends worship services on a regular basis.
- Assists the Lead Pastor and the rest of the church staff in accomplishing the church's overall vision and objectives.
- Adheres to church policies and procedures.
- Reflects a professional image and church standards through dependability.
- Fulfills other duties as assigned by the Executive Assistant to the Lead Pastor.

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 Prayer Bulletin, Get Well/Sympathy letters, Birthday cards and Out-of-Town Visitor Letters.
- 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.
- Dependability, appearance, and attitude reflect a professional image and church standards.

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