



**TITLE: Receptionist/Administrative Assistant**

**REPORTS TO: Executive Pastor**

**POSITION: Part Time**

**Job Summary:**

*To provide a variety of administrative and clerical tasks. You will be the first point of contact for New Era Church and you will provide administrative support across the organization. You will handle the flow of people through the church and ensure that all receptionist responsibilities are completed accurately and delivered with high quality and in a timely manner.*

**Key Responsibilities**

- Serve guest and members by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen, and forward any incoming phone calls while providing basic information when needed.
- Order and stock supplies.
- Maintain office equipment.
- Receive and sort mail daily/deliveries and couriers.
- Prepare and modify documents including correspondence, reports, memos, email, and bulletin boards.
- Update appointment calendars and schedule meetings/appointments.
- Make travel and hotel accommodations.
- Prepare meeting rooms for meetings.
- Provide clerical duties such as filing, photocopying, and faxing.
- Assistant to the Executive Pastor.
- Other duties as assigned.

**Qualifications & Necessary Skills:**

- Competency in Microsoft Suite Office.
- Organizational, verbal, and written communication skills a must.
- Ability to problem solve.
- Attention to detail is a must and ability to multi-task is an asset.

- Requires a minimum High School Diploma; Associate Degree preferred.
- Able to work Monday thru Thursday 10 a.m.-7 p.m.