



OF HOPE
CHRISTIAN CHURCH
TRANSFORMING YOUR WORLD
Rev. Dr. Cynthia L. Hale, Senior Pastor

Job Announcement - Office Assistant/Receptionist

The Office Assistant/Receptionist will maintain the church switchboard and provide clerical and general office support to the Office Manager and Ministerial Staff. The Office Assistant/Receptionist is required to maintain complete confidentiality regarding all areas and aspects of the position.

Key Responsibilities

- Serve as the “Main Operator” for the church switchboard. Answer all telephone calls in a prompt, cheerful, courteous and timely manner. (No call should ring more than 3 times before being answered).
- Greet all visitors in a friendly and professional manner. Determine the reason for their visit and assist them with their need.
- Prepare all outgoing mail for pick-up by the postal carrier.
- Receive and sort all incoming mail. Distribute mail to the appropriate mail trays in the chapel and main building.
- Process all copy and work requests from the church office.
- Handle monthly mailings of members’ birthday cards, visitor thank you cards, and sympathy cards to the families of deceased persons on the sick and shut-in list.
- Ensure that the receptionist area and chapel sanctuary are in a neat and orderly condition daily.
- Maintain an inventory of all approved office supplies as requested by staff and ministries.
- Perform all other duties as assigned by the Senior Pastor and Office Manager.

Minimum Qualifications

- Must have at least two (2) years of college and/or office technology skills.
- Must have at least five (5) years of receptionist and/or administrative experience.

Important Skills/Personal Traits

- Possess excellent verbal and written communication skills.
- Ability to type 50 wpm (minimum 45 wpm).
- Must have working knowledge of Microsoft Office Suite.
- Must have working knowledge of office machines.
- Must possess organizational and interpersonal skills.

Interested candidates should forward their resume and contact information to the Ray of Hope Christian Church Human Resource Department at:

hr@rayofhope.org

Please **DO NOT** contact the church office regarding this position. All inquiries should be submitted via email to the email address listed above by Wednesday, May 15, 2019.