

Job Title: Fellowship Missionary Baptist Church Receptionist

Salary: \$15:00 - \$18.00 per hour

Work hours: Noon to 5:00pm Monday – Friday.

Reports to: Operations Manager

Fellowship Missionary Baptist Church (FMBC) is seeking a part-time Receptionist. This position will report to the Operations Manager.

Responsibilities include:

- Serve as the first point of contact for visitors and guests (answering Church door): answering reception desk phones, retrieving voice messages, etc.
- Answer desk phone, retrieve voice messages and handle calls/messages accordingly.
- Manage sign in-out log.
- Act as back-up for the CFF building/phone coverage and other duties as required and needed.
- Support tenant request and collaborate with maintenance as needed.
- Manage the daily schedule for posting on the whiteboard/electronic board with daily activities.
- Oversee and manage scheduling of the computers in the copy room.
- Monitor the copier/printer and request service as needed; manage paper & toner supplies, etc.
- Sort mail and deliver packages or manage communication of receipt of items.
- Keep the reception area presentable with up to date materials.
- Once per week complete a building walk through of common/shared spaces to make note of supplies, cleanliness, functionality of equipment, etc., and address accordingly.

Minimum Qualifications

- Proficient in the use of computers, electronic mail and Microsoft Office applications.
- Effective interpersonal skills with the ability to relate to a variety of personal styles.
- Effective phone etiquette skills and the ability to direct phone calls to the appropriate staff.
- Excellent customer service skills.
- Work with minimum supervision and follow through on details.
- Must be able to operate and troubleshoot office equipment such as copiers, printers and fax machines.
- Ability to maintain confidentiality is critical.
- Ability to multi-task and assist others as needed.

Position Posting

The Receptionist position will be posted November 20 thru December 4, 2020.

Please send resumes to stephaniecrosby1976@gmail.com