

Gymea Baptist Church – Position Description

Receptionist (12 hours/week)

Overview

We're looking for a friendly and welcoming person with a can-do attitude to join our team as the front desk receptionist of Gymea Baptist Church.

This is a part time role (12 hours/week).

Start Date: February 2019.

Supervision

The Receptionist will report to the Operations/Office Manager.

Primary Responsibilities

This position has two distinct, but overlapping areas of responsibility:

1. Church reception (70%). Tasks include:
 - Maintaining a friendly and welcoming environment to all who enter the church building and assist with all enquiries (in person, telephone and email)
 - Managing office systems including data management, filing, petty cash, receipt credit card/cash payments.
 - Sourcing and ordering stationery and supplies.
 - Assisting the Operations Manager.
 - Providing administrative support for church activities.

2. Administrative support to ministry staff (30%). Tasks include:
 - Assisting the Senior Pastor's Assistant with Events and managing volunteers.
 - Working with ministry-specific volunteers to complete ministry tasks.
 - Weekly ministry tasks.
 - Assisting staff in developing and maintaining effective administrative systems.

Skill Requirements

This role requires the following skills and characteristics:

- Efficiency
- Discretion
- Flexibility
- Initiative
- High interpersonal skills
- An ability to manage volunteers
- Strong communication skills with attention to detail
- IT literacy with intermediate level skills in Word, PowerPoint, Excel, Publisher

Expressions of interest, including a current CV, should be sent to Gymea Baptist Church at Karen.Watkins@gymeabaptist.org.au

Applications close Friday 22 February, 2019.