

Berean Christian Church
Dr. Kerwin B. Lee, Senior Pastor

Receptionist/Administrative Support

Department: Administration
FLSA Status: Non-Exempt
Reports to: Church Administrator

Principle Role

The Receptionist/Administrative Support is accountable to the Executive Assistant to the Senior Pastor for ensuring that all functions pertaining to the Front Office are carried out effectively and efficiently while maintaining and exercising the highest level of confidentiality.

Primary Responsibilities

The Receptionist/Administrative Support is responsible for:

- Answering a multi-line phone and routing the calls appropriately based on specific requests or by ascertaining the nature of the call while exercising tact, diplomacy
- Distributing and signing for of incoming mail and/or packages
- Greeting and assisting visitors while providing them with information about Berean Christian Church, its functions and activities
- Monitoring and replenishing office supplies as needed
- Preparing mailings and shipping labels when necessary
- Providing administrative support to all staff which includes, composing, editing and reviewing letters and correspondences, preparing materials for mass mailings, copying and faxing
- Recording all financial transactions that may occur at the Front Desk
- Updating church calendar with meetings/events as requested
- Performing all other duties as assigned by the Executive Assistant to the Senior Pastor