ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Receptionist – Occasional, as needed

DEPARTMENT: General Services

DUTIES & RESPONSIBILITIES: Direct phone calls and visitors at the Catholic Center, maintains telephone systems and installations, assists Executive Director of General Services in administrative duties. Conscious that the receptionist is the first contact with the Catholic Center directly or by telephone, the receptionist is to be gracious, efficient and confidential in all dealings and situations.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High school diploma with one year post-secondary school
- Solid praxis in theology and Roman Catholic traditions
- Three years receptionist experience working with multi-line telephone system.
- Three years secretarial/clerical experience.
- Computer literate (WordPerfect, Windows).
- Type 50 wpm
- 10 key by sight
- Proven public relations skills and telephone etiquette.
- Bilingual capability preferred.
- Ability to work independently of direct supervision.
- Professional appearance and approach at all times.
- Ability to relate to and welcome many different peoples and cultures, while screening calls and visitors.
- Demonstrated sensitivity to a multicultural church
- Ability to project a professional, sincere and friendly manner
- Ability to work well with staff and supervisors

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese and Catholic Center.
2. Answer telephone at main console for departments and offices of the Catholic Center and take accurate messages as needed.
3. Provide screening of phone calls and visitors to the Catholic Center, and be first line of visual security for the Catholic Center.
4. Receive incoming deliveries.

PAY STEP: 3 – $15.00 per hour, as needed on an on-call basis.

CONTACT: Director of Human Resources, 505-831-8130 or email at csalcido@archdiocesesantafe.org

POSTING DATE: August 9, 2022

CLOSING DATE: Open until filled