



# BURNT HICKORY

## Baptist Church

### Position Description: Receptionist

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Reports to:	Human Resources Associate
Position:	Part-time, non-exempt, hourly position
Objective:	The Receptionist is responsible for serving the body of Burnt Hickory Baptist Church by providing phone and personal receptionist duties and various administrative duties on behalf of the church staff. As such, the position closely coordinates with each individual ministry and provides support where needed.

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#### **Description:**

1. Answer the church phone, screen and direct calls with a positive and helpful spirit
2. Review/respond/redirect church voice mail
3. Greet, screen and direct visitors
4. Maintain the church office reception areas neatly
5. Respond appropriately to church entry access requests via AIPHONE
6. Distribute daily mail and maintain staff mailboxes
7. Sign for/accept deliveries and notify recipients of shipments
8. Handle Benevolence requests and direct them appropriately to the Benevolence Coordinator or Business Administrator
9. Make copies, folders, packets, etc. for various classes, ministries, and staff
10. Help with mailing preparation for various ministries
11. Various other duties as assigned

#### **Competencies:**

1. Must be an active member of Burnt Hickory Baptist Church
2. Motivated self-starter
3. Professional demeanor
4. Possess a positive attitude
5. Excellent verbal, written and interpersonal communication skills
6. Proficient in Microsoft Office