

# Receptionist

## Annunciation Catholic Church

1111 Pierce St  
Houston, TX 77002

The Receptionist shall, in a pleasant and professional manner, receive and direct all incoming telephone calls; greet and announce all visitors; maintain the reception area; run errands, type letters and reports and other tasks assigned by the manager. Hours are Monday - Friday, 8:00 AM - 4:00 PM, 30 min lunch.

### Responsibilities

- Responsible for answering and correctly directing all incoming telephone calls in a courteous and professional manner
- Required to check voice mail daily for messages and direct messages to correct personnel
- Greets all visitors in a courteous and professional manner
- Will run errands to post office and church; must have own transportation
- Responsible for maintaining parish records
- Responsible that the reception and conference rooms are kept neat and clean at all times
- Responsible for accepting and distributing deliveries as necessary
- Maintains a strict level of confidentiality at all times
- Required to be at the assigned work station at all times, unless at break, lunch, or assigned to a special project by the manager
- Other duties as assigned by the manager

### Qualifications

- Knowledge of the structure and basic teachings of the Roman Catholic Church
- Must be a practicing Roman Catholic
- 2+ years of experience in customer service or office environment
- Ability to provide excellent customer service and work effectively with staff, clergy, religious, to donors and supporters.
- Knowledge of Microsoft Office suite
- Mature, positive, self-motivated and energetic attitude
- Excellent communication and interpersonal skills
- Professional appearance and presentation
- Ability to work independently

Suitable candidates should send a cover letter and resume to Lillian Kish at [Info@acctx.org](mailto:Info@acctx.org); reference "Receptionist" in subject line.