

Head Receptionist Epiphany of the Lord Catholic Church

Epiphany of the Lord Catholic Church in Katy, TX is seeking a candidate to fill the Head Receptionist position.

This is a full-time position with the following responsibilities:

- Greeting and assisting visitors, answer and direct calls in a pleasant and professional manner and maintain the reception area
- Maintaining the accuracy of the parish database by inputting new parishioner information and changes to their profile
- Input parish collection envelopes on a weekly basis and schedule mass intentions
- Record sacramental information into the parish database
- Offer support to the different ministries of the church
- Responsibilities herein are not inclusive and the manager will occasionally assign different projects

To be successful in this position, the candidate should have knowledge of the structure and basic teachings of the Roman Catholic Church, be highly organized, detail-oriented and be able to work well with others. Bilingual (English/Spanish) preferred.

Hours are Monday - Thursday, 8:30 AM - 4:30 PM & Friday 8:30am-4:00pm. To be considered for the position, please email your resume to Lars Gustafson at lars@epiphanycatholic.org